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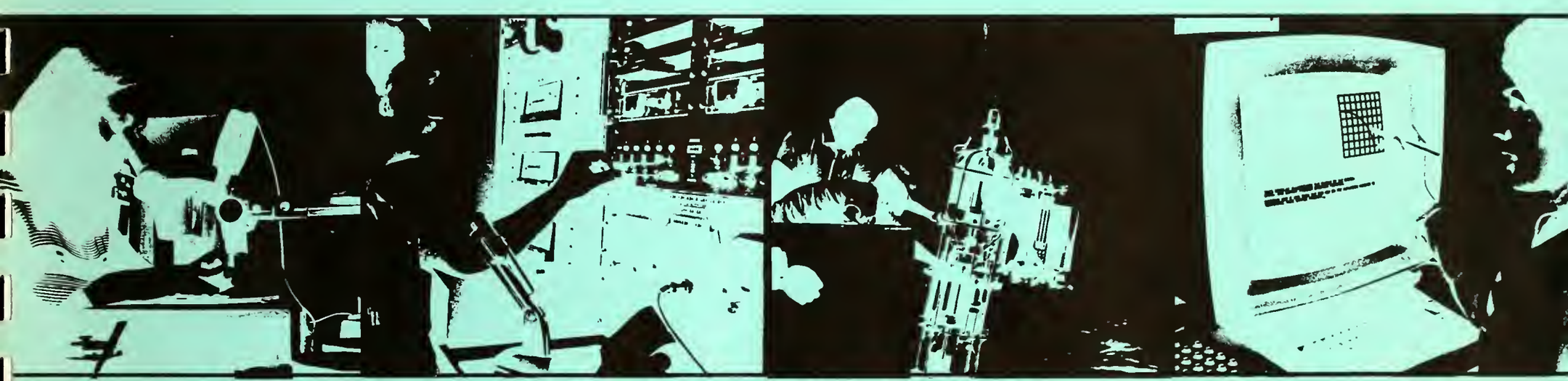
# CAREERS IN NOAA

## A Career Development Aid for NOAA Employees



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Information for CAREERS IN NOAA was assembled and prepared in the Employee Development Section of the Human Resources Branch, Personnel Division, using materials and statistics available as of March 1, 1984.

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# INTRODUCTION

Traditionally, NOAA has provided employees with opportunities to develop or improve skills so they can perform t their highest potential and advance in accordance with their abilities. Training and development opportunities and pecial programs supported by NOAA continue to increase the chances for advancement of some of its talented and motivated mployees. But career development is primarily an employee's responsibility and NOAA recognizes that many employees may equire additional guidance in the process of matching their interests and potential with reasonable opportunities for areer progressions within the organization.

The CAREERS IN NOAA Handbook provides very basic information about some of the jobs that exist within NOAA and the ariety of work accomplished by NOAA employees. Information about the qualifications and experience required for entry nto these positions has been included to aid employees who wish to assess their career options or potential based on heir existing skills, knowledges and abilities or on the skills they have the interest, aptitude, and motivation to cquire. Working closely with supervisors, personnelists and career counselors, and using CAREERS IN NOAA as a tool, mployees can search out realistic opportunities for career advancement. They also can determine the level of agency upport that can be made available for training courses or developmental programs, thus preventing misinterpretation of he Handbook information or the setting of unrealistic goals and expectations.

Any action that results in the movement of an employee into a position with greater potential than the position last eld or any action that supports special training designed to enhance competitive capability must be accomplished in ccordance with the NOAA Merit Assignment Program Plan that requires an employee to compete for the opportunity. Because he Upward Mobility Training Programs within NOAA provide the most comprehensive example of a systematic approach to areer development opportunities, employees are encouraged to familiarize themselves with publications that describe hese programs. The current policy on NOAA's Upward Mobility and Equal Opportunity Recruitment Program is contained in he Administrator's memo to the Line Offices dated February 4, 1983. (Dr. Byrne's memo is appended as Attachment B.)

An understanding of the derivation and significance of the abbreviated information contained in the Handbook is imperative to its proper use. The Handbook describes General Schedule (GS) occupations only and because it has been organized to be consistent with the Government-wide systems for classifying and categorizing Federal jobs, a brief explanation of these systems follows. (At grades 13 and above, GS occupations may be classified as management positions and carry a GM prefix.)

The work performed by GS employees has been defined and organized into occupational groups and series. An occupational group consists of several series of positions in related occupations, professions or activities. A series is a subdivision of an occupational group consisting of one or more positions in similar work, but differing in difficulty or responsibility and, therefore, in grade and salary range. All occupational groups and series have been assigned numeric identification codes. Each occupational group is identified by a number expressed in an even hundred. For example, the Engineering and Architecture Group is identified by the code 800. Each position within an occupational group is assigned to a series number within the group. The Electronics Engineering Series in the Engineering and Architecture Group has the code 855.

In addition, GS occupations are grouped according to five major occupational categories referred to as PATCO categories (i.e., Professional, Administrative, Technical, Clerical or Other). The definition of these categories is based on the subject matter of work, the level of difficulty or responsibility involved and the educational requirements of each occupation. PATCO categories are defined as follows:

Professional occupations are those that require knowledge in a field of science or learning characteristically acquired through education or training equivalent to a bachelor's or higher degree with major study in or pertinent to the specialized field, as distinguished from general education. The work of a professional occupation requires the exercise of discretion, judgment, and personal responsibility for the application of an organized body of knowledge that is constantly studied to make new discoveries and interpretations and to improve the data, materials, and methods. Occupational series in this group typically follow a two-grade interval process.

Administrative occupations are those that involve the exercise of analytical ability, judgment, discretion, personal responsibility and the application of a substantial body of knowledge regarding principles, concepts and practices applicable to one or more fields of administration or management. While these positions do not require specialized educational majors, they do involve the type of skills (analytical, research, writing, judgment) typically gained through a college level general education or through progressively responsible experience. Occupational series in this group typically follow a two-grade interval pattern.

Technical occupations are those that: (1) involve work typically associated with and supportive of a professional or administrative field; (2) are non-routine in nature; and (3) involve extensive practical knowledge gained through on-job experience and/or specific training less than that represented by college graduation. Work in these occupations may involve substantial elements of the work of the professional or administrative field, but requires less than full competence in the field involved. Occupational series in this group typically follow a one-grade interval pattern.

Clerical occupations are those that involve structured work in support of office, business or fiscal operations. Performed in accordance with established policies, procedures or techniques, these occupations require training, experience or working knowledges related to the tasks to be performed. Occupational series in this group follow a one-grade interval pattern.

Other occupations are those that cannot be related to the above professional, administrative, technical, or clerical groups.

For consistency with published Government-wide systems, the Office of Personnel Management (OPM) Handbook X-118 Qualification Standards for Positions Under the General Schedule has been used as the primary resource reference for preparing the brief descriptions of typical duties and entry-level qualifications for the occupational series listed in CAREERS IN NOAA. For this reason, the grade ranges used in conjunction with position titles are those used by OPM as a

framework for standards and guidelines and employees must not assume that because a series shows a GS-5/15 range, for example, that it is possible within NOAA to achieve the higher grade levels. By law, positions must be classified on the basis of their duties, responsibilities and qualification requirements in conformance with OPM standards and guides. Qualification Standards differ from Position Classification Standards. Qualification standards pertain to the kinds of skills, knowledges and abilities needed to perform the duties of the position. Classification standards describe characteristics of the occupation at various grade levels. Employees are entitled to examine published standards and pertinent information used in determining the title, series and grade of their positions. These standards can be found in all personnel offices.

Grade ranges as they exist within NOAA occupations may vary substantially from the OPM Handbook X-118 framework, depending upon the kind and level of work required by a specific NOAA position. Realistic promotional opportunities within each occupational series are largely dependent upon established career ladders. A career ladder is the range of grade levels from which an employee may enter an occupation through the highest level to which that employee may be promoted in the same position without further competition. The career ladder does not guarantee advancement to any level. Employees who compete to enter an occupational area can advance to the highest level of the career ladder without competition when such advancement is warranted by the presence of higher level work and the employee's demonstrated ability to perform the work. Personnel Offices are required to publicize information about career ladders once yearly. Since duties and responsibilities of similar positions may vary within the NOAA Line Offices as well as between regional and headquarters areas, career ladders, too, may be established at different levels within NOAA. Personnel Offices can supply information about career ladders if publicized information is not readily available.

As of March 1, 1984, NOAA employed men and women in 167 GS Occupational Series. Thirty-seven (37) of these series were represented by 50 or more employees with Full-Time Permanent (FTP) appointments within ten (10) of the major occupational groups. (See pages 11-13 for a list of these 37 series.)

Assuming that occupations with at least 50 FTP's will provide the most likely career opportunities and goals, these 7 series are the focal point for information contained in the Handbook. Positions within these series with over 50 FTP's re identified throughout by a "plus" sign (+) preceding the position title. Other related series have been included to rovide continuity, possible career progressions and a better picture of the composition of the group as a whole. Some f these positions require minimum experience or skills and offer a limited career ladder; some occupations require kill which can be gained on-the-job with promotion possible as each level of skill is mastered and higher-level duties an be performed; some occupations have positive education requirements even for an entry-level position; and some occupations require an academic degree or equivalent experience for entry. A complete listing of all GS Occupational Series illed by NOAA employees is provided as Attachment C and should be considered for additional career possibilities.

Appended as Attachment D is a list of Trades and Labor Families and Occupations in NOAA. While none of the individual occupational series includes over 50 FTP employees and are therefore not described in the Handbook, jobs within a road family of these occupations are similar to each other with regard to subject matter, basic knowledge and skill requirements and these, too, can provide additional career opportunities. Movement between these occupations and GS occupations is possible as long as the OPM qualification requirements are met.

This Handbook has been arranged to show several kinds of information about the major GS Occupational Groups that nclude the 37 series having over 50 FTP employees. For each of the ten (10) major groups represented, there are four eparate charts:

HART A - OCCUPATIONAL SERIES:

Chart A shows the major (but not all) series within each Occupational Group and places them under the appropriate ATCO category according to the subject matter of work, level of difficulty or responsibility involved and the educational requirements of each occupation. While this placement automatically suggests career progression from left to

right, either through the same series or a related series, all tentative progressions should be reviewed by a personnelist familiar with the area under consideration in order to determine reasonable career goals with an adequate number of intermediate opportunities to assure continuing progress toward the career goal selected. If sequential progress is blocked within NOAA by a limited number of intermediate position opportunities, the search for career progression can be extended to include other Federal agencies.

Series within the major occupational groups are shown in capital letters. Some occupational series from other groups are listed in small type below those of a major group to indicate similar duties or duties performed that could become the basis for qualifications in a different job/group series. For example, through a combination of on-the-job experience and/or education, it is possible to advance from a +Supply Clerk GS-2005 to a +Supply Technician GS-2005 to the +CONTRACT AND PROCUREMENT SERIES, GS-1102. And, of course, experience gained in working in the supply or procurement areas can qualify Clerk-Typists and other clerical support personnel for entry into the Supply Clerk/Technician series. What must be kept in mind in looking at the possible career progressions illustrated by this chart is that AS ONE ADVANCES, THERE ARE GENERALLY FEWER JOBS THAN THE NUMBER OF APPLICANTS AND AS THE COMPETITION INCREASES, SO DO THE REQUIREMENTS FOR THE JOB.

Some positions with the same numerical designation will change title and grade range as the duties of the position increase in responsibility. For example, a +COMPUTER CLERK GS-335-4 (Clerical) becomes a +COMPUTER ASSISTANT (Technical) at the GS-335-5 level. The left-hand column on the Occupational Series chart identifies the basic (or entry level) positions in the career area. The next column to the right indicates what is ordinarily the second level of progression in that particular career area and the last column gives the titles for what is normally the highest level of progression in a career area.

CHART B - POSITION SUMMARY:

Chart B gives basic, typical duties of each position and the experience and education needed to qualify for the entry level of the position as shown in the OPM Handbook X-118. Because of their separation into the PATCO categories, the same information is provided for a series as it moves through one or more of the PATCO levels. For example, entry level for the +GS-335 Series is a +Computer Clerk, GS-335-2. However, as the level of difficulty of the duties of the series moves up to the technical category of +Computer Assistant GS-335-5/9, the Grade GS-5 level has been described also to illustrate the increase of qualification and/or experience requirements. It is possible to qualify for many of the positions described in the Handbook through specified experience and education or a combination of both. While in some instances minimum qualifications are not enough for competitive selection, information on minimum qualifications can provide a basis for planning for additional experience or education when other aspects of the career development process appear favorable. There are some professional positions within NOAA, however, which have positive education requirements for which experience cannot be substituted. These are identified clearly.

The Position Summary chart is abbreviated and gives a general idea only of what kind of experience is required and what the functions of the position are likely to be. For detailed information, personnel specialists should be consulted or reference can be made to the OPM Handbook X-118. Even then, positions under the same numerical designation may vary considerably in content depending upon the unique requirements of the Line Office in which they are located and the degree of specialization required. Positions in the +GS-301 Miscellaneous Administration and Program Series, +GS-303 Miscellaneous Clerk and Assistant Series---except for +Clerk (Typing)---and the +GS-1101 General Business and Industry Series have not been included in the Handbook because of this kind of specialization.

At the entry level of a position, the experience needed is normally general rather than specific and is broadly defined. The amount of specialized experience required to qualify for a position increases at each grade level. Employees who make the decision to change career fields after they have progressed past the entry grade level often have

to accept a lower grade (down-grade) to do so. If the down-grade will permit entry into a career field that has more potential, the opportunities a different series can provide may justify the initial salary decrease. Employees who are selected for positions that require a voluntary change to lower grade to qualify at the prescribed training level under the NOAA Upward Mobility Program are eligible for pay retention.

Because positions in the Computer Science Series and within the Biological and Physical Sciences Group comprise a large percentage of the NOAA workforce, more details about these occupations and how and where they are utilized within NOAA have been included as a separate section of the Handbook entitled EXPANDED POSITION SUMMARIES. The Position Summary charts reference the additional information, as appropriate.

CHART C - GRADE DISTRIBUTION IN NOAA:

Chart C provides the actual grade distribution within NOAA by numbers for those positions described in the preceding charts. Chart C also shows:

1. Positions within the occupational groups with designated career ladders. Brackets enclose the career ladder entry-level and maximum grade level for each series that has been included in current career ladder announcements. (See definition of a Career Ladder on page 4.) As noted earlier, the grade span of a career ladder occupation may vary between NOAA organizations, depending upon the qualifications and level of responsibility required to perform the duties of the position. Where double or triple brackets show the presence of more than one career ladder in NOAA, it will be necessary to consult the appropriate Personnel Office announcement for clarification. If grade levels exist above the career ladders shown, they are based on the existence of unique duties and responsibilities. Progression to these higher grade levels generally will require additional competition.

2. Normal entry-level grades for FTP positions in NOAA. Grades at which employees are brought into NOAA positions will depend upon recruitment requirements and established career ladders. Entry-level grades, too, may vary between the Line Offices. If the NOAA entry level is not consistent with the OPM entry-level grade given in a Position Summary Chart, it will be necessary to consult with a personnelist or the OPM Handbook X-118 for the additional experience and qualification requirements for the higher NOAA entry-level grade.

3. The grade intervals (one or two-grade) at which employees progress normally within a series.

Although the actual numbers of persons in each of the series will fluctuate during the course of a year, the use of numbers simplifies the process of tracking "reasonable" career progressions and gives a more accurate picture of NOAA's staffing requirements.

CHART D - GENERAL INFORMATION:

As the title indicates, Chart D is reserved for any additional general or specific information about the positions described within the groups. Combined with the first three charts in each group, Chart D helps to give a clear and current picture of career development opportunities within NOAA.

Employees, supervisors, career counselors and personnelists can use the space in Chart D to record additional information relevant to their research of specific series within the Occupational Group represented.

Finally, this chart, with additional pages if necessary, will be used as a format for annotating and distributing future updated information about each group.

GENERAL SCHEDULE (GS) OCCUPATIONAL GROUPS SHOWING THOSE SERIES THAT INCLUDED OVER 50 FULL-TIME-PERMANENT EMPLOYEES WITHIN NOAA AS OF MARCH 1, 1984

GS-200 PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS GROUP

+Personnel Management Series, GS-201
+Personnel Clerical and Assistance Series, GS-203

GS-300 GENERAL ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP

+Miscellaneous Administration and Program Series, GS-301 *1
+Miscellaneous Clerk and Assistant Series, GS-303 *2
Clerk (Typing)
+Secretary Series, GS-318
+Clerk-Typist Series, GS-322
+Computer Operation Series, GS-332
+Computer Specialist Series, GS-334
+Computer Clerk and Assistant Series, GS-335
+Administrative Officer Series, GS-341
+Program Analysis Series, GS-345

GS-400 BIOLOGICAL SCIENCES GROUP

+Fishery Biologist Series, GS-482

GS-500 ACCOUNTING AND BUDGET GROUP

+Accounting Technician Series, GS-525
+Budget Analysis Series, GS-560

GS-800 ENGINEERING AND ARCHITECTURE GROUP

+General Engineering Series, GS-801
+Engineering Technician Series, GS-802
+Surveying Technician Series, GS-817
+Electronics Engineering Series, GS-855
+Electronics Technician Series, GS-856

GS-1100 BUSINESS AND INDUSTRY GROUP

+General Business and Industry Series, GS-1101 *3
+Contract and Procurement Series, GS-1102

GS-1300 PHYSICAL SCIENCES GROUP

+General Physical Science Series, GS-1301
+Physics Series, GS-1310
+Physical Science Technician Series, GS-1311
+Hydrology Series, GS-1315
+Chemistry Series, GS-1320
+Meteorology Series, GS-1340
+Meteorological Technician Series, GS-1341
+Oceanography Series, GS-1360
+Cartography Series, GS-1370
+Cartographic Technician Series, GS-1371
+Geodesist Series, GS-1372
+Geodetic Technician Series, GS-1374

GS-1500 MATHEMATICS AND STATISTICS GROUP

+Mathematic Series, GS-1520

GS-1800 INVESTIGATION GROUP

+Game Law Enforcement Series, Special Agent (Fish and Wildlife) GS-1812
+Food Inspection Series, GS-1863

GS-2000 SUPPLY GROUP

+Supply Clerical and Technician Series, GS-2005

*1 - The GS-301 Miscellaneous Administration and Program Series includes positions the duties of which are to perform, supervise, or manage nonprofessional, two-grade interval work for which no other series is appropriate. It will be omitted from the Handbook because, typically, positions in this series are too few of a kind to have been recognized as separate lines of work.

*2 - The GS-303 Miscellaneous Clerk and Assistant Series includes positions the duties of which are to perform or supervise clerical, or technician one-grade interval work for which no other series is appropriate. While most of the positions in the series are specialized and cannot be broken down and still have the series be considered in the "Over 50 employees" category, the position of +Clerk (Typing) within the series is represented by over 50 employees and is included on this list.

*3 - Positions in the GS-1101 General Business and Industry Series are so specialized in NOAA that they cannot be broken down and still have the series be considered in the "Over 50 employees" category. This series has been omitted from the Handbook.

GS-200 PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS GROUP

Occupational Series - Chart A

| CLERICAL | TECHNICAL | ADMINISTRATIVE |
|---|---|---|
| +PERSONNEL CLERICAL AND ASSISTANCE SERIES GS-203, Combined | | PERSONNEL OFFICER<br>GS-201-11/15 |
| PERSONNEL CLERK<br>GS-203-4/5 | PERSONNEL CLERK<br>GS-203-6 | +PERSONNEL MANAGEMENT SPECIALIST<br>GS-201-5/15 |
| PERSONNEL STAFFING CLERK<br>GS-203-4/5 | PERSONNEL ASSISTANT<br>GS-203-6/10 | PERSONNEL STAFFING SPECIALIST<br>GS-212-5/15 |
| EMPLOYEE DEVELOPMENT CLERK<br>GS-203-4/5 | STAFFING ASSISTANT<br>GS-203-6/10 | POSITION CLASSIFICATION SPECIALIST<br>GS-221-5/15 |
| EMPLOYEE RELATIONS CLERK<br>GS-203-4/5 | EMPLOYEE DEVELOPMENT ASSISTANT<br>GS-203-6/10 | EMPLOYEE RELATIONS SPECIALIST<br>GS-230-5/15 |
| | Management Assistant*<br>GS-344-6/11 | LABOR RELATIONS SPECIALIST<br>GS-233-5/15 |
| | Equal Opportunity Assistant*<br>GS-361-4/7 | EMPLOYEE DEVELOPMENT SPECIALIST<br>GS-235-5/15 |
| | | EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST<br>GS-260-5/15 |
| | | Administrative Officer*<br>+GS-341-9/15 |
| | | Management Analyst*<br>GS-343-5/15 |
| | | Program Analyst*<br>+GS-345-9/15 |

*Described under GS-300 Group

Please Note: Grade ranges in Chart A and Chart B are from the OPM Handbook X-118 and are the broad framework within which OPM sets its qualification guidelines. See Chart C for actual grades in NOAA as they have been determined by the application of OPM classification and qualification standards to the duties and responsibilities of NOAA positions.

GS-200 PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS GROUP

Position Summary - Chart B

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Personnel Officer<br>GS-201-11/15 | Formulates and recommends personnel management policies through supervision of personnel activities and programs. Serves as advisor to top management regarding personnel implications of policy and program decisions. Responsible for achievement of effective and economical mangement; fostering in managers and employees an attitude of responsive service to the public; and the development of effective communications between management, employees and employee organizations. | General and specialized experience or any time equivalent combination of education and experience (of the amount and level specified in the X-118) that has provided knowledge and ability to perform duties of the position. Specialized experience includes: scope of responsibility for past personnel programs, degree to which functional program areas were developed, breadth and variety of experience in personnel management, leadership positions held, etc. |
| +Personnel Management Specialist<br>GS-201-5/15 | Performs or directs work in two or more of the specialized personnel management functions to assist management in their personnel responsibilities. | Either 1) three years of administrative, professional, technical or investigative work which has demonstrated a good understanding of the systems and administrative machinery for accomplishing work of the organization; analytical ability; ability to communicate effectively both orally and in writing; and the capacity to employ these knowledges and abilities to perform the required work; or 2) a bachelor's degree; or 3) a time equivalent combination of 1 and 2. |
| Personnel Assistant, Staffing Assistant, Employee Development Assistant<br>+GS-203-6/10 | Performs a variety of technical support work related to one of the recognized personnel management specialities. | Either 1) four years of experience, three of which has required knowledge and application of personnel rules, regulations, and procedures---at least six months directly related to the appropriate specialized area. One year of the specialized experience must have been comparable to the next lower grade, or two years comparable to the second lower grade in the Federal service; or 2) a combination of education and experience that meets the requirements of the X-118. |

GS-200 PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Personnel Clerk, Personnel Staffing Clerk, Employee Relations Clerk, Employee Development Clerk GS-203-4/6 | Performs a variety of clerical work such as processing papers, compiling data for reports, answering inquiries, etc., in a given area of personnel specialization. | Either 1) two years of work experience, one of which has demonstrated the ability to acquire and apply knowledge of the rules, regulations, and procedures of a personnel system and included at least six months at a level comparable to Grade GS-3 in the Federal service; or 2) two years of relevant study in an institution above the high school level; or 3) a time equivalent combination of 1 and 2. |
| Personnel Staffing Specialist GS-212-5/15 | Advises management on effective staffing and manpower utilization practices; identifies career ladders; recruits and examines for position vacancies; and evaluates candidate qualifications. | Same as for Personnel Management Specialist. |
| Position Classification Specialist GS-221-5/15 | Determines the scope and level of difficulty of each position so that the proper grade can be assigned and agencies can manage and control positions using sound, economical administrative practices. | Same as for Personnel Management Specialist. |
| Employee Relations Specialist GS-230-5/15 | Provides consultation, guidance and assistance to both management and employees in all areas impacting on employer-employee relationships so that satisfactory productivity, morale and discipline can be maintained. | Same as for Personnel Management Specialist. |
| Labor Relations Specialist GS-233-5/15 | Administers, evaluates or performs technical work concerned with labor relations in the Federal service. Responsibilities involve negotiation with agency representatives across the bargaining table, resolution of labor disputes, etc. | Same as for Personnel Management Specialist. |

GS-200 PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Employee Development Specialist<br>GS-235-5/15 | Establishes training policies; provides management with advice and assistance to meet immediate and long-range training needs; designs, develops, conducts, evaluates learning experiences; coordinates support services for employee development programs; and counsels employees on career development alternatives. | Same as for Personnel Management Specialist. |
| Equal Employment Opportunity Specialist<br>GS-260-5/15 | Advises and assists management in matters pertaining to civil rights and equal opportunity, working to ensure over-all agency compliance with Federal law in these areas, and investigating and conciliating specific complaints of non-compliance. | Either 1) three years of experience (including one year equivalent to GS-4) in administrative, investigative, technical, or other responsible work that demonstrates possession of the skills required to learn and progress in work of this series; or 2) a bachelor's degree from an accredited college or university; or 3) a time equivalent combination of 1 and 2. |

GS-200 PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS GROUP

Grade Distribution in NOAA - Chart C

Approximate: March 1, 1984

| POSITION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | ABOVE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| PERSONNEL OFFICER, GS-201 | | | | | | | | | | | | 1 | 3 | 4 | | 1 |
| + PERSONNEL MANAGEMENT SPECIALIST, GS-201 | | | | | 1 | | 3 | | 7 | | 15 | 38 | 26 | 6 | 1 | |
| + Combined: PERSONNEL ASSISTANT, GS-203 | | | | | 1 | 17 | 13 | 5 | 1 | | | | | | | |
| + Combined: STAFFING ASSISTANT, GS-203 | | | | | | 1 | 1 | | | | | | | | | |
| + Combined: EMPLOYEE DEVELOPMENT ASSISTANT, GS-203 | | | | | | 3 | 2 | | | | | | | | | |
| + Combined: PERSONNEL CLERK, GS-203 | | | 2 | 7 | 20 | 4 | | | | | | | | | | |
| + Combined: PERSONNEL STAFFING CLERK, GS-203 | | | 1 | | 4 | | | | | | | | | | | |
| + Combined: EMPLOYEE DEVELOPMENT CLERK, GS-203 | | | | | 1 | | | | | | | | | | | |
| + Combined: EMPLOYEE RELATIONS CLERK, GS-203 | | | | | 1 | | | | | | | | | | | |
| PERSONNEL STAFFING SPECIALIST, GS-212 | | | | | | | | | 2 | | 3 | | 2 | | | |
| POSITION CLASSIFICATION SPEC., GS-221 | | | | | | | | | | | 3 | 9 | 7 | | | |
| EMPLOYEE RELATIONS SPECIALIST, GS-230 | | | | | | | | | | | | 2 | 1 | | | |
| LABOR RELATIONS SPECIALIST, GS-233 | | | | | | | | | | | | 5 | 4 | | 1 | |
| EMPLOYEE DEVELOPMENT SPEC., GS-235 | | | | | | | | | 1 | | 2 | 1 | | 1 | | |
| EEO SPECIALIST, GS-260 | | | | | | | | | | | 6 | 4 | 6 | 1 | 1 | |

Brackets enclose career ladders established by Hq Personnel Branch for ATS in calendar year 1984. Grades above the top of a career ladder are based on unique duties and responsibilities and generally will require additional competition. See Personnel Offices for further current information or any projected changes.

GS-200 PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS GROUP

General Information - Chart D

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Qualification Standards for the series +GS-303 Miscellaneous Clerk and Assistant Series are used for filling Personnel Clerk positions in grades below GS-4.

Experience gained working in a Personnel Office may help to qualify Clerk-Typists and other clerical support personnel for Personnel Clerk and Personnel Assistant positions.

Staffing and Employee Relations Specialists, GS-201, have been included under the +Personnel Management Specialist, GS-201, Series in all charts.

GS-300 GENERAL ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP

Occupational Series - Chart A

| CLERICAL | CLERICAL | TECHNICAL | ADMINISTRATIVE |
|---|---|---|---|
| +CLERK (TYPING)<br>GS-303-1/5 | COMPUTER CLERK<br>GS-335-2/4 | +COMPUTER OPERATOR<br>GS-332-2/12 | +COMPUTER PROGRAMMER<br>GS-334-5/15 |
| MAIL AND FILE CLERK<br>GS-305-1/4 | PERIPHERAL EQUIPMENT OPERATOR<br>GS-350-1/5 | +COMPUTER ASSISTANT<br>GS-335-5/9 | +COMPUTER SYSTEMS ANALYST<br>GS-334-5/15 |
| CLERK-STENOGRAPHER<br>GS-312-3/5 | DATA TRANSCRIBER<br>GS-356-1/4 | MANAGEMENT ASSISTANT<br>GS-344-6/11 | +COMPUTER SPECIALIST<br>GS-344-5/15 |
| SECRETARY<br>GS-318-3/10 | CODING CLERK<br>GS-357-1/6 | EQUAL OPPORTUNITY ASSISTANT<br>GS-361-4/7 | +ADMINISTRATIVE OFFICER<br>GS-341-9/15 |
| +SECRETARY-TYPING<br>GS-318-3/10 | | COMMUNICATIONS TECHNICIAN/ OPERATOR<br>GS-392-4/11 | SUPPORT SERVICES SUPERVISOR/ SPECIALIST<br>GS-342-5/15 |
| +SECRETARY (STENOGRAPHY)<br>GS-318-3/10 | Personnel Clerk*<br>GS-203-4/5 | COMMUNICATIONS SPECIALIST<br>GS-393-5/15 | MANAGEMENT ANALYST<br>GS-343-5/15 |
| +CLERK-TYPIST<br>GS-322-2/4 | | | +PROGRAM ANALYST<br>GS-345-9/15 |
| | | Personnel Clerk*<br>GS-203-6 | COMMUNICATIONS MANAGEMENT SPECIALIST<br>GS-391-11/15 |
| | | Personnel Assistant*<br>GS-203-6/10 | |
| | | | Equal Employment Opportunity Specialist*<br>GS-260-5/15 |

*Described under GS-200 Group

Please note: Grade ranges in Chart A and Chart B are from the OPM Handbook X-118 and are the broad framework within which OPM sets its qualification guidelines. See Chart C for actual grades in NOAA as they have been determined by the application of OPM classification and qualification standards to the duties and responsibilities of NOAA positions.

GS-300 GENERAL ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP

Position Summary - Chart B

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| +Clerk(Typing)<br>GS-303-1/5 | Processes papers and performs routine work in support of an office or organization. Maintains records; receives, screens, reviews, and verifies documents; searches for and compiles information and data; provides a central source of information on the activities of the organization; prepares and verifies the validity of documents etc. | Evidence of interest in and willingness to perform simple, routine, clerical work with a likelihood of success. Sufficient skill in typing to perform duties of the position. |
| Mail and File Clerk<br>GS-305-1/4 | Processes incoming and outgoing mail and files, and maintains records for reference or storage. | Evidence of interest in and willingness to perform simple, routine, clerical work with a likelihood of success. |
| Clerk-Stenographer<br>GS-312-3/5 | Records and transcribes dictated material which normally requires reference to style manuals or procedures or the use of judgment as to form, arrangement, spacing, etc. May perform stenographic work solely or in combination with other clerical work. | 1) Skill in taking and transcribing dictation; skill in operating a manual, electric, or automatic typewriter; knowledge of English usage; and ability to learn and perform clerical procedures; and 2) Certification attesting to the required degree of proficiency in typing and stenography. |
| Secretary<br>+Secretary-Typing<br>+Secretary(Stenography)<br>GS-318-3/10 | Serves as principle clerical or administrative support position to the head of an organization unit. | Either 1) six months of qualifying experience at the GS-2 or equivalent level that demonstrates proficiency in basic office routines and functions, clerical procedures, and English usage; or 2) completion of one academic year of full-time business school or education above the high school level; or 3) a time equivalent combination of 1 and 2. |

GS-300 GENERAL ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| +Clerk-Typist GS-322-2/4 | Performs a variety of general clerical or miscellaneous work such as filing, sorting, indexing, coding, answering telephones, handling supplies, etc., depending on needs of the organization. | 1) Demonstrated ability in operating a manual, electric, or automatic typewriter to type a variety of material accurately; knowledge of English usage; the ability to learn and perform clerical procedures, and 2) certification attesting to the required degree of proficiency. |
| +Computer Operator GS-332-2/12 | Operates or supervises the operation of the control console of a digital computer system and/or peripheral equipment; prepares the equipment for operations; monitors operations during processing. | Either 1) six months of general experience that demonstrates the ability to follow written directions and do the required work; or 2) a high school diploma or GED certificate; or 3) completion of a 200-300-hour computer training course. |
| +Computer Specialist GS-334-5/15 | Performs either generalist work in all the sub-specialties within the computer field or highly specialized tasks requiring a total knowledge of the interaction between the sub-specialities. | See "COMPUTER SPECIALISTS", page 86. |
| +Computer Programmer GS-334-5/15 | Plans, designs and develops the machine logic and program steps necessary to carry out the subject-matter actions in individual computer programs. | See "COMPUTER SPECIALISTS", page 86. |
| +Computer System Analyst GS-334-5/15 | Analyzes and organizes subject-matter work processes and functions so that they can be converted into workable computer programs and routines. | See "COMPUTER SPECIALISTS", page 86. |

GS-300 GENERAL ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDER - Entry Level |
|---|---|---|
| +Computer Assistant GS-335-5/9 | Translates program routines and detailed logical steps into instructions, codes, or languages; schedules and controls the sequence of programs processed. | Either 1) three years of experience which includes work associated with following written directions, procedures, or systematic work methods, one of which is in computer-related support work; or 2) successful completion of 4 years of study above the high school level which includes at least 24 hours of specialized courses; or 3) a time equivalent combination of 1 and 2. |
| Computer Clerk GS-335-2/4 | Performs clerical work such as maintaining and controlling tape reels and tape libraries, and editing and analyzing data for accuracy. | Either 1) six months of experience which includes work associated with following written directions or systematic work methods, and gives evidence of the ability to perform successfully; or 2) graduation from a 4-year high school or GED equivalent. |
| +Administrative Officer GS-341-9/15 | Performs, supervises, directs, or advises on work involved in providing for a variety of management services. Any combination of the following, or similar or related activities, may be involved: funds management, personnel management, management analysis, procurement, contract administration, property management, data processing, travel and transportation management, public information, safety, and security. Assists and advises in the integration of these services with the general management of the organization. | Either 1) three years of general experience and two of specialized experience, the latter including six months at a level of difficulty comparable to the next lower grade in the Federal service, or at least one year at the second lower grade; or 2) two years of graduate education or a master's degree in an appropriate field; or 3) a time equivalent combination of 1 and 2. See X-118 for acceptable kinds experience. |

GS-300 GENERAL ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Support Services Supervisor/Specialist GS-342-5/15 | Directs, plans, and coordinates a variety of functions including; communications, procurement of administrative supplies and equipment, printing, reproduction, property and space management, equipment maintenance, records management, etc. | Either 1) three years of progressively responsible administrative, professional, technical, investigative, or similar work that demonstrates ability to perform successfully the duties of the position: or 2) four years of study successfully completed in a resident school or institution above the high school level; or 3) a time equivalent combination of 1 and 2. |
| Management Analyst GS-343-5/15 | Develops and improves the effectiveness of organizations in their planning functions, work methods and procedures, policy developments, and implementation of programs that achieve management goals. | Either 1) three years of responsible work experience of an administrative, professional, investigative or technical nature that has demonstrated analytical ability and a knowledge of the principles, functions, and procedures of management; or 2) a bachelor's degree; or 3) a time equivalent combination of 1 and 2. |
| Management Assistant GS-344-4/11 | Performs technical work involved with management analysis functions such as work measurement, documentation or information management, and examination of work processes and data. | Either 1) two years of progressively responsible clerical experience that has provided knowledge of the purpose, methodology, and techniques characteristic of management functions and the ability to perform duties of the position. At least six months of the required experience must have been at a level of difficulty comparable to a GS-3 in the Federal service; or 2) two years of post high school education. |

GS-300 GENERAL ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| +Program Analyst GS-345-9/13 | Analyzes and evaluates the actual or potential effectiveness of current or projected operating programs in achieving their objectives. | Same as for Administrative Officer, GS-341-9/15. |
| Peripheral Equipment Operator GS-350-1/4 | Performs clerical tasks related or incidental to operation and minor repairs/maintenance on various input/output devices operated on or off line such as card readers, punches, tape drives, disk drives, high speed input printers, xerographic printers and computer form printers. | No experience required. Evidence of interest in, and ability to perform successfully simple, step-by-step procedures related to specific equipment. |
| Data Transcriber GS-356-1 and above | Operates one or more kinds of typewriter-style keyboard controlled machines to transcribe or verify data in a form that can be used in automated data processing systems. | Evidence of interest in, and ability to perform simple and repetitive data transcribing work with likelihood of success. |
| Coding Clerk GS-357-1/6 | Codes information from a variety of written source materials, using numerical and alphabetical symbols, for use in automatic data processing programs. | Evidence of interest in, and ability to perform simple, routine office work successfully. |
| Equal Opportunity Assistant GS-361-4 and above | Performs technical work in support of equal opportunity and civil rights programs or activities. | Either 1) one year of paid or voluntary work experience equivalent to the GS-3 level which has demonstrated a knowledge of the methods, procedures, regulations, and purposes of the equal opportunity or civil rights function sufficient to perform duties of the position; or 2) successful completion of two full academic years in an accredited college or university in any subject area, or equivalent study in an educational institution above the high school level; or 3) any time equivalent combination of 1 and 2. |

GS-300 GENERAL ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP

Grade Distribution in NOAA - Chart C

Approximate: March 1, 1984

| POSITION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | ABOVE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| +CLERK(TYPING), GS-303 | | | | 4 | 65 | 1 | | | | | | | | | | |
| MAIL & FILE CLERK, GS-305 | | | 3 | 8 | 4 | | | | | | | | | | | |
| CLERK-STENOGRAPHER, GS-312 | | | 1 | | 3 | 1 | | | | | | | | | | |
| SECRETARY, GS-318 | | | | 1 | 8 | 4 | 1 | 2 | 1 | | | | | | | |
| +SECRETARY-TYPING, GS-318 | | | 1 | 12 | 131 | 125 | 35 | 6 | | 1 | | | | | | |
| +SECRETARY(STENOGRAPHY), GS-318 | | | | | 47 | 84 | 66 | 25 | 12 | 4 | | | | | | |
| +CLERK-TYPIST, GS-322 | | 7 | 40 | 84 | 2 | | | | | | | | | | | |
| +COMPUTER OPERATOR, GS-332 | | | | | 10 | 17 | 15 | 33 | 26 | 16 | 1 | 3 | | | | |
| +COMPUTER PROGRAMMER, GS-334 | | | | | 12 | | 19 | | 29 | 1 | 29 | | 14 | 2 | | |
| +COMPUTER SYSTEMS ANALYST, GS-334 | | | | | | | 1 | | 7 | | 38 | 60 | 52 | 12 | 4 | |
| +COMPUTER SPECIALIST, GS-334 | | | | | 1 | | | | 2 | | 7 | 32 | 43 | 21 | 5 | |
| +COMPUTER ASSISTANT, GS 335 | | | | | 20 | 9 | 7 | 8 | 1 | 3 | 2 | 1 | | | | |
| COMPUTER CLERK, GS-335 | | 1 | 3 | 8 | | | | | | | | | | | | |
| +ADMINISTRATIVE OFFICER, GS-341 | | | | | | | 1 | | 19 | 1 | 19 | 14 | 5 | 5 | | |
| SUPPORT SERVICES ADMINISTRATION,GS-342 | | | | | 1 | | 3 | 1 | 4 | | 1 | 1 | | 2 | 1 | 1 |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |

Brackets enclose one or more career ladders established for NOAA organizations in 1984. Grades above the top of a career ladder are based on unique duties and responsibilities and generally will require additional competition. See Personnel Offices for further current information or any projected changes.

GS-300 GENERAL ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP

Grade Distribution in NOAA - Chart C Continued

Approximate: March 1, 1984

| POSITION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | ABOVE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| MANAGEMENT ANALYST, GS-343 | | | | | | | 2 | | 5 | | 12 | 13 | 8 | 4 | | |
| MANAGEMENT ASSISTANT, GS-344 | | | | | | 3 | 5 | | | | | | | | | |
| +PROGRAM ANALYST, GS-345 | | | | | 1 | | | | 3 | | 7 | 13 | 34 | 16 | 7 | |
| PERIPHERAL EQUIPMENT OPERATOR, GS-350 | | 1 | 5 | 10 | 1 | 1 | | | | | | | | | | |
| DATA TRANSCRIBER, GS-356 | | | 3 | 18 | 4 | 1 | | 1 | | | | | | | | |
| CODING CLERK, GS-357 | | | | 1 | 2 | | | | | | | | | | | |
| EQUAL OPPORTUNITY ASSISTANT, GS-361 | | | | | 1 | 1 | | | | | | | | | | |
| COMMUNICATIONS MGT SPECIALIST, GS-391 | | | | | | | | | 2 | | 2 | 5 | 4 | 2 | 2 | |
| COMMUNICATIONS TECH/OPR, GS-392 | | | | | | 6 | 4 | 9 | 7 | | 1 | | | | | |
| COMMUNICATIONS SPECIALIST, GS-393 | | | | | 2 | | | | 5 | 1 | 7 | 10 | 6 | | | |

Brackets enclose one or more career ladders established for NOAA organizations in 1984. Grades above the top of a career ladder are based on unique duties and responsibilities and generally will require additional competition. See Personnel Offices for further current information or any projected changes.

GS-300 GENERAL ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP

General Information - Chart D

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The +GS-301 Miscellaneous Administration and Program Series has been omitted from the Handbook because, typically, positions in this series are too few of a kind to have been recognized as separate lines of work. Positions in this series progress normally at two-grade intervals.

Like the +GS-301 series above, the +GS-303 Miscellaneous Clerk and Assistant Series is made up of diverse kinds of positions. However, under this series, +GS-303 Clerk (Typing) has been included because of its numbers. Positions in this series progress normally at one-grade intervals.

There is continuous turnover in the clerical/secretarial series up through GS-5.

There are limited opportunities for GS-6 and above in the secretarial field.

There is not much demand for Clerk-Stenographers.

There is limited hiring in the Program/Management Analyst series.

GS-400 BIOLOGICAL SCIENCES GROUP

Occupational Series - Chart A

| TRAINEE/TECHNICAL | TECHNICAL | PROFESSIONAL |
|---|---|---|
| BIOLOGICAL AID<br>GS-404-1/4 | BIOLOGICAL TECHNICIAN<br>GS-404-5/12 | BIOLOGIST<br>GS-401-5/15 |
| | BIOLOGICAL LABORATORY TECHNICIAN<br>GS-404-5/12 | MICROBIOLOGIST<br>GS-403-5/15 |
| Physical Science Aid*<br>GS-1311-1/4 | | ZOOLOGIST<br>GS-410-5/15 |
| | Physical Science Technician*<br>GS-1311-5/12 | PHYSIOLOGIST<br>GS-413-5/15 |
| | | GENETICIST<br>GS-440-5/15 |
| | | FISHERY ADMINISTRATOR<br>GS-480-12/15 |
| | | +FISHERY BIOLOGIST<br>GS-482-5/15 |
| | | WILDLIFE BIOLOGIST<br>GS-486-5/15 |

*Described under GS-1300 Physical Sciences Group

Please note: Grade ranges in Chart A and Chart B are from the OPM Handbook X-118 and are the broad framework within which OPM sets its qualification guidelines. See Chart C for actual grades in NOAA as they have been determined by the application of OPM classification and qualification standards to the duties and responsibilities of NOAA positions.

GS-400 BIOLOGICAL SCIENCES GROUP

Position Summary - Chart B

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Biologist<br>GS-401-5/15 | Performs professional scientific work, generally in research, in positions which vary widely in both functions and organizational settings; actual duties are unique from position to position. | Either 1) successful completion of a full four year course of study leading to a bachelor's or higher degree from an accredited college or university with major study in biological sciences, agriculture, natural resources management, or allied disciplines; or 2) four years of successful experience which demonstrates an understanding of the fundamental principles and techniques of one or more of these disciplines equivalent to that which would have been acquired through 1 above; or 3) a time equivalent combination of 1 and 2. |
| Microbiologist<br>GS-403-5/15 | Performs professional and scientific work, utilizing micro-organisms, in research and development, regulatory and public health, and/or medical activities. | Either 1) a four-year course of study in an accredited college or university leading to a bachelor's or higher degree with major study in microbiology, biology, or chemistry which included course work specified in X-118; or 2) professional experience and specified course requirements which, when combined, provide the knowledge obtained by fulfilling requirements of 1) above. |
| Biological Technician/Biological Laboratory Technician<br>GS-404-5/11 | Assists professional biologists in laboratories or experimental areas; duties could include report writing and monitoring long-range laboratory experiments. | Either 1) two years of general experience acquired through laboratory or field work in the biological sciences, plus one year of specialized experience obtained in a scientifically controlled work situation. At least one year of the experience must have been comparable to the GS-4 level in the Federal service, of which six months must have been specialized experience; or 2) a bachelor's degree in an appropriate field of study with special curriculum requirements; or 3) a time equivalent combination of 1 and 2. |

GS-400 BIOLOGICAL SCIENCES GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Biological Aid<br>GS-404-1/4 | Assists professionals or technicians in biological laboratories or experimental areas. Performs the simpler portions of procedures and repetitive laboratory tests or may be assigned an entire procedure composed of simple steps. | Either 1) evidence of the ability, aptitude and skills necessary to learn and perform required duties; or 2) successful completion of a full four-year or senior high school curriculum; or 3) three months of appropriate training or experience which has demonstrated aptitude for biology or agriculture. |
| Ecologist<br>GS-408-5/15 | Performs professional and scientific work that studies the interrelationships of organisms with each other, with factors of their physical and chemical environment, and with society. | Successful completion of a course of study in an accredited college or university leading to a bachelor's or higher degree which must have included course work as specified in the X-118. Required course work must have been such that it would serve as a prerequisite for more advanced study in ecology. |
| Fishery Administrator<br>GS-480-13/15 | Performs professional and scientific work in administering, directing, or exercising administrative and technical control over programs, regulatory activities, projects or operations which are concerned with the conservation and management of fishery, marine mammal and endangered species resources. | Either 1) a four-year course of study leading to a bachelor's degree from an accredited college or university with at least 30 semester hours of course-work in biological science, agriculture, or living resource management; or 2) four years of successful experience or any time equivalent of successful experience and education comparable to 1 above. In addition to basic requirements 1 and 2, all candidates must possess at least three years of progressively responsible professional experience in an appropriate scientific field. See Qualification Standard for additional guidelines for educational substitution for required experience and additional requirements for research positions. |

GS-400 BIOLOGICAL SCIENCES GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| +Fishery Biologist GS-482-5/15 | Performs professional and scientific biological work in the development, conservation, and management of fishery resources or in the determination, establishment, and application of the biological facts, principles, methods, techniques, and procedures necessary for the development, conservation and management of living aquatic resources, including fishes and other aquatic animals, such as crustaceans and molluscs. | See "FISHERY BIOLOGISTS," page 91. |
| Wildlife Biologist GS-486-5/15 | Performs professional and scientific work in connection with the conservation and management of wildlife, or in the determination, establishment and application of the biological facts, principles, methods, techniques, and procedures necessary for the preservation, protection, and management of wildlife. | Either 1) full four-year course of study in an accredited college or university leading to a bachelor's degree with at least 30 semester hours in biological science; or 2) course-work in an accredited college or university that included specific courses, plus additional appropriate experience or education which, combined with the course-work, will total four years comparable to 1, above. See X-118 for additional requirements for research positions. |

GS-400 BIOLOGICAL SCIENCES GROUP

Grade Distribution in NOAA - Chart C

Approximate: March 1, 1984

| POSITION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | ABOVE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BIOLOGIST, GS-401 | | | | | | | | | 1 | | 4 | 10 | 6 | 4 | | |
| MICROBIOLOGIST, GS-403 | | | | | | | | | 2 | | 3 | 6 | 3 | 5 | | |
| BIOLOGICAL TECHNICIAN, GS-404 | | | | | 31 | 9 | 8 | 7 | 9 | | | | | | | |
| BIOLOGICAL LABORATORY TECH., GS-404 | | | | | 4 | 5 | 5 | | | | | | | | | |
| BIOLOGICAL AID, GS-404 | | | 1 | 1 | | | | | | | | | | | | |
| ECOLOGIST, GS-408 | | | | | | | 2 | | | | 1 | 11 | 9 | 4 | | |
| ZOOLOGIST, GS-410 | | | | | | | | | 1 | | | | | 3 | 1 | |
| PHYSIOLOGIST, GS-413 | | | | | | | | | | | 1 | 4 | | 1 | | |
| GENETICIST, GS-440 | | | | | | | | | 1 | | | 1 | 1 | 1 | | |
| FISHERY ADMINISTRATOR, GS-480 | | | | | | | | | | | | | 10 | 16 | 14 | 1 |
| +FISHERY BIOLOGIST, GS-482 | | | | | 3 | | 17 | | 44 | | 108 | 105 | 99 | 62 | 25 | 1 |
| WILDLIFE BIOLOGIST, GS-486 | | | | | | | | | 1 | | 4 | 5 | 5 | 1 | | |

Brackets enclose career ladders established by Page Personnel Branch through November 14, 1984. The Grade 12 level denotes research positions. Grades above the top of a career ladder are based on unique duties and responsibilities and generally will require additional competition. See Personnel Office for further current information or any projected changes.

GS-500 ACCOUNTING AND BUDGET GROUP

Occupational Series - Chart A

| CLERICAL | TECHNICAL | PROFESSIONAL/ADMINISTRATIVE |
|---|---|---|
| BUDGET ASSISTANT<br>GS-561-5/15 | +ACCOUNTING TECHNICIAN<br>GS-525-4/9 | FINANCIAL SPECIALIST<br>GS-501-5/15 |
| BUDGET CLERK<br>GS-561-4 | | ACCOUNTANT<br>GS-510-5/15 |
| Clerk*<br>GS-303-1/3 | | BUDGET OFFICER<br>GS-560-11/15 |
| | | +BUDGET ANALYST<br>GS-560-5/15 |

Please note: Grade ranges in Chart A and Chart B are from the OPM Handbook X-118 and are the broad framework within which OPM sets its qualification guidelines. See Chart C for actual grades in NOAA as they have been determined by the application of OPM classification and qualification standards to the duties and responsibilities of NOAA positions.

GS-500 ACCOUNTING AND BUDGET GROUP

Position Summary - Chart B

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Financial Specialist GS-501-5/15 | Performs fiscal work of a general or specialized nature; such as, developing financial controls, interpreting and applying special laws, etc., examining financial transactions to determine their legality, administering programs and systems for appropriated or non-appropriated funds. | Either 1) three years of general experience which provided a good basic or general knowledge of the principles of organization, management, and administration; or 2) study successfully completed in an accredited college or university; or 3) a time equivalent combination of 1 and 2. See X-118 for further information and alternative qualification requirements. |
| Accountant GS-510-5/15 | Performs professional accounting work requiring the knowledge and application of generally accepted accounting principles and practices; duties vary depending upon the needs of the organization, the nature of the operating program, the type of financial data sought, and the accounting system used. | Either 1) a full, four-year course of study in an accredited college or university which meets all of that institution's requirements for a bachelor's degree with an accounting major; or 2) a bachelor's degree that included or was supplemented by at least 24 semester hours in accounting, or 3) a combination of college-level education and accounting experience that provided professional knowledge equivalent to successful completion of a four-year college curriculum in accounting. See X-118 for other requirements. |
| +Accounting Technician GS-525-4/9 | Performs non-professional work necessary to insure the effective operation of an established accounting system; classifies accounting transactions; maintains, balances, and reconciles accounting records; prepares and verifies statements and reports. | Either 1) two years of general experience in clerical work which has demonstrated arithmetic aptitude and ability, accuracy and attention to detail, and the ability to apply established procedures for recording and compiling data; or 2) two years of post high school education in a curriculum which featured accounting or auditing subjects; or 3) a time equivalent combination of 1 and 2. |

GS-500 ACCOUNTING AND BUDGET GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Budget Officer<br>GS-560-11/15 | Responsibilities include the formulation and execution of the annual operating budget for the employing component. Provides expert staff advice and assistance to managers by developing budget plans and estimates, interpreting budget laws, policies, and regulations, analyzing the cost effectiveness of program operations, and recommending alternative sources of program funding. | Either 1) three years of experience that has provided a general knowledge of financial and management principles and practices plus three years of specialized experience that has provided specific knowledge and skill in the application of budgetary principles, practices, methods and procedures directly related to the work of the position to be filled; or 2) completion of all requirements for a doctoral degree (DBA, DPA, or the equivalent) in a directly related field; or 3) a time equivalent combination of 1 and 2. |
| +Budget Analyst<br>GS-560-5/15 | Analyzes the relative cost and benefits of alternate courses of budget and program action; checks the propriety of obligations and expenditures; establishes standard rates and charges; develops budgetary policy and regulatory guidance. | Either 1) three years of experience that has provided a general knowledge of financial and management principles and practices; or 2) successful completion of a four year course of study in an accredited college or university leading to a bachelor's degree or the equivalent; or 3) a time equivalent combination of 1 and 2. |
| Budget Assistant<br>GS-561-5/15 | Performs budget and administrative duties requiring application of procedures which facilitate the budgeting process required by the organization. | Either 1) three years of experience, one year of general and two of specialized, that gives evidence of the ability to perform duties of the position. Six months of the experience must have been at a level of difficulty comparable to the next lower grade in the Federal service or one year (six months specialized) at the second lower grade; or 2) study successfully completed in a resident school or institution; or 3) a time equivalent combination of 1 and 2. |

GS-500 ACCOUNTING AND BUDGET GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Budget Clerk<br>GS-561-4 | Performs clerical and technical work in support of budget analysis and administration. | Either 1) two years of experience in the performance of clerical duties, one of which provided a general knowledge of the subject-matter field; or 2) study successfully completed in a resident school above the high school level that leads to a major (or includes 6 semester hours, or equivalent per year) in accounting or business administration; or 3) a time equivalent combination of 1 and 2. |

GS-500 ACCOUNTING AND BUDGET GROUP

Grade Distribution in NOAA - Chart C

Approximate: March 1, 1984

| POSITION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | ABOVE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FINANCIAL SPECIALIST, GS-501 | | | | | | | | | 4 | | | 4 | 4 | | | |
| ACCOUNTANT, GS-510 | | | | | | | 4 | | 3 | | 12 | 11 | 8 | 4 | | |
| +ACCOUNTING TECHNICIAN, GS-525 | | | | | 19 | 42 | 15 | 8 | 3 | | | | | | | |
| +BUDGET ANALYST, GS-560 | | | | | 1 | | 7 | | 11 | | 17 | 14 | 13 | 3 | | |
| BUDGET OFFICER, GS-560 | | | | | | | | | | | | 6 | 1 | | 1 | |
| BUDGET ASSISTANT, GS-561 | | | | | 4 | 8 | 4 | 2 | 1 | | | | | | | |
| BUDGET CLERK, GS-561 | | | | 4 | 1 | | | | | | | | | | | |

Brackets enclose one or more career ladders established for NOAA organizations in 1984. Grades above the top of a career ladder are based on unique duties and responsibilities and generally will require additional competition. See Personnel Offices for further current information or any projected changes.

GS-500 ACCOUNTING AND BUDGET GROUP

General Information - Chart D

The Budget Clerical and Assistance Series, GS-561, falls within the Grade 5/15 "framework" as it appears in the Handbook X-118 under a broad standard that includes several series. However, since these positions are Clerical in nature and follow a one-grade interval pattern, they illustrate one of the unrealistic "frameworks" that have warranted the need for repeated emphasis on the classification and qualification process---not on the X-118 grade ranges that have been used for consistency with Federal publications and for showing PATCO categories.

Qualification standards for CLERK GS-303 (Various Positions) are used for filling positions in the Accounting Technician Series at Grades GS-3 and below.

GS-800 ENGINEERING AND ARCHITECTURE GROUP

Occupational Series - Chart A

| TRAINEE/TECHNICAL | TECHNICAL | PROFESSIONAL |
|---|---|---|
| ENGINEERING AID<br>GS-802-1/3 | +ENGINEERING TECHNICIAN<br>GS-802-4/12 | +GENERAL ENGINEER<br>GS-801-5/15 |
| | CONSTRUCTION REPRESENTATIVE<br>GS-809-9 and above | ARCHITECT<br>GS-808-5/15 |
| | +SURVEYING TECHNICIAN<br>GS-817-4/12 | CIVIL ENGINEER<br>GS-810-5/15 |
| | +ELECTRONICS TECHNICIAN<br>GS-856-4/12 | MECHANICAL ENGINEER<br>GS-830-5/15 |
| | | ELECTRICAL ENGINEER<br>GS-850-5/15 |
| | | +ELECTRONICS ENGINEER<br>GS-855-5/15 |
| | | AEROSPACE ENGINEER<br>GS-861-5/15 |

Please note: Grade ranges in Chart A and B are from the OPM Handbook X-118 and are the broad framework within which OPM sets its qualification guidelines. See Chart C for actual grades in NOAA as they have been determined by the application of OPM classification and qualification standards to the duties and responsbilities of NOAA positions.

GS-800 ENGINEERING AND ARCHITECTURE GROUP

Position Summary - Chart B

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| +General Engineer GS-801-5/15 | Applies advance concepts, theories, principles, techniques of electronics to the development, investigation, analysis, and evaluation of precision systems that employ state-of-the-art technologies and understanding of new developments in the various associated disciplines such as mathematics, physics, pneumatics, and propulsion systems. | See "ENGINEERS", page 89. |
| +Engineering Technician GS-802-4/12 | Performs maintenance, testing and operating duties on one or a variety of different kinds of equipment; assembles and installs precision instruments and devices; devises experimental techniques. | Either 1) two years of responsible technical or craft experience which shows progression in the theoretical and practical knowledge of electronic theory and of the characteristics, function, operation and capabilities of a variety of types of electronic equipment; or 2) two years of post high school education which provided the same knowledge and skills described under 1 above. |
| Engineering Aid GS-802-1/3 | Performs technical work such as testing materials and equipment, performing calculations and preparing reports in a specific branch of engineering. | Evidence of interest in, and ability to perform engineering aid work with a likelihood of success. |
| Architect GS-808-5/15 | Performs professional work in planning, design and research in the field of architecture, including the design of buildings and other structures to fulfill esthetic and functional needs and the preparation of working or contract drawings and details of such designs. | Either 1) a bachelor's degree in architecture or architectural engineering; or 2) a state license to practice architecture; or 3) five years of experience that demonstrates knowledge and abilities comparable to successful completion of 1 above; or 4) a time equivalent combination of education and experience. |

GS-800 ENGINEERING AND ARCHITECTURE GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Construction Representative GS-809-9 & above | Duties involve on-site inspection of construction or the monitoring and control of construction operations which require knowledge of engineering construction practices, techniques, methods, etc., and the ability to read and interpret architectural plans and specifications. | Two years of experience which provided familiarity with construction work or knowledge that would lead to skill in reading drawings and specifications, making measurements, etc. plus four years of specialized experience in construction inspection or representative work. One year of the latter must have been at the next lower grade in the Federal service or two years comparable to the second lower grade. See X-118 for evaluation of education and experience required for this series. |
| Civil Engineer GS-810-5/15 | Conducts precise geodetic surveys, astronomic observations, photogrammetric control and related operations. | See "ENGINEERS", page 89. |
| +Surveying Technician GS-817-4/12 | Performs duties that apply knowledge of field surveying methods, techniques, and instruments in the measurement and location of lines, elevations, areas, points, and contours of the earth's surface. | Either 1) two years of post high school with 12 semester hours of specialized study that included a course in surveying, or 2) two years of experience which provided 6 months of responsible technical or craft experience related to surveying comparable to Grade GS-3. |
| Mechanical Engineer GS-830-5/15 | Performs duties involving the application of thermo-dynamics, mechanics, and other physical, mathematical and engineering sciences to problems concerned with the production, transmission, measurement, and use of energy, especially heat and mechanical power. | See "ENGINEERS", page 89. |

GS-800 ENGINEERING AND ARCHITECTURE GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Electrical Engineer GS-850-5/15 | Performs a variety of duties which involve the application of knowledge of the physical and engineering sciences and mathematics; electrical phenomena; and the principles, techniques, and practices of electrical circuits, circuit elements, equipment systems, and associated phenomena. | See "ENGINEERS", page 89. |
| Electronics Engineer GS-855-5/15 | Similar to above except that the work pertains primarily to electronic circuits, circuit elements, equipment, systems, and associated phenomena concerned with electro-magnetic or acoustical wave energy or electrical information for purposes such as communication, computation, sensing, control, measurement, and navigation. | See "ENGINEERS", page 89. |
| +Electronics Technician GS-856-4/12 | Performs maintenance, testing and operating duties on one or a variety of different kinds of electronics equipments and systems. See "Electronics Technicians", page 88. | Either 1) two years of responsible technical or craft experience which shows progression in theoretical and practical knowledge of the characteristics, function, operation and capabilities of a variety of types of electronic equipment; or 2) two years of post high school education which provided the same knowledge and skills described under 1. |
| Aerospace Engineer GS-861-5/15 | Performs duties which involve the application of mechanical engineering principles and practices related to navigation and landing systems; communications equipment; satellite communications; and test engineering support. | See "ENGINEERS", page 89. |

GS-800 ENGINEERING AND ARCHITECTURE GROUP

Grade Distribution in NOAA - Chart C

Approximate: March 1, 1984

| POSITION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | ABOVE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| +GENERAL ENGINEER, GS-801 | | | | | | | | | 2 | | 2 | 14 | 24 | 27 | 17 | 5 |
| +ENGINEERING TECHNICIAN, GS-802 | | | | | 3 | 1 | 6 | 5 | 10 | 10 | 31 | 19 | 3 | | | |
| ENGINEERING AID, GS-802 | | | 15 | | | | | | | | | | | | | |
| ARCHITECT, GS-808 | | | | | | | | | | | | 3 | 2 | | | |
| CONTRUCTION REPRESENTATIVE, GS-809 | | | | | | | | | 2 | 1 | 12 | 3 | | | | |
| CIVIL ENGINEER, GS-810 | | | | | | | | | | | 2 | 5 | 8 | | 2 | |
| +SURVEYING TECHNICIAN, GS-817 | | | | 9 | 6 | 17 | 27 | | 17 | | 19 | 7 | | | | |
| MECHANICAL ENGINEER, GS-830 | | | | | | | | | 1 | | | 2 | 2 | 1 | | |
| ELECTRICAL ENGINEER, GS-850 | | | | | | | | | | | | 2 | 1 | | 1 | |
| +ELECTRONICS ENGINEER, GS-855 | | | | | | | | | 1 | | 9 | 27 | 68 | 30 | 10 | |
| +ELECTRONICS TECHNICIAN, GS-856 | | | | 7 | 11 | 9 | 17 | 16 | 52 | 99 | 354 | 171 | 27 | | | |
| AEROSPACE ENGINEER, GS-861 | | | | | | | | | | | | 1 | 2 | 2 | | |

Brackets enclose one or more career ladders established for NOAA organizations in 1984. Grades above the top of a career ladder are based on unique duties and responsibilities and generally will require additional competition. See Personnel Offices for further current information or any projected changes.

GS-800 ENGINEERING AND ARCHITECTURE GROUP

General Information - Chart D

NWS field has continuous turnover in the Electronics Technician Series.

Engineering Divisions in Headquarters (National and Regional) are undergoing A-76 (contracting out) review in FY84.

GS-1100 BUSINESS AND INDUSTRY GROUP

Occupational Series - Chart A

| CLERICAL | TECHNICAL | ADMINISTRATIVE |
|---|---|---|
| PROCUREMENT CLERK<br>GS-1106-3/5 | PURCHASING AGENT<br>GS-1105-4/12 | +CONTRACT AND PROCUREMENT SERIES, COMBINED<br>GS-1102 |
| Supply Clerk*<br>GS-2005-1/5 | PROCUREMENT ASSISTANT<br>GS-1106-6/11 | PROCUREMENT AGENT<br>GS-1102-5/15 |
| | PRODUCTION CONTROLLER<br>GS-1152-5/15 | PROCUREMENT OFFICER<br>GS-1102-5/15 |
| | Supply Technician*<br>GS-2005-6/8 | CONTRACT SPECIALIST<br>GS-1102-5/15 |
| | | INTERNATIONAL TRADE SPECIALIST<br>GS-1140-9/15 |
| | | TRADE SPECIALIST<br>GS-1140-9/15 |
| | | LOAN SPECIALIST<br>GS-1165-9/15 |

*Described under GS-2000 Group

Please note: Grade ranges in Chart A and Chart B are from the OPM Handbook X-118 and are the broad framework within which OPM sets its qualification guidelines. See Chart C for actual grades in NOAA as they have been determined by the application of OPM classification and qualification standards to the duties and responsibilities of NOAA positions.

GS-1100 BUSINESS AND INDUSTRY GROUP

Position Summary - Chart B

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Procurement Officer/ Procurement Agent GS-1102-5/15 | Performs duties such as reviewing procurement requests and planning and directing programs for the purchase of supplies and services for the Government. Duties vary according to the area of specialization. | Either 1) three years of general experience in administrative, technical or other responsible work which has provided a knowledge of contracting and procurement practices and procedures and has demonstrated skill and mature judgment in working relationships; and 2) four years of education successfully completed in a residence school above the high school level; or 3) a time equivalent combination of 1 and 2. |
| Contract Specialist GS-1102-5/15 | Performs duties connected with negotiating, administrating or terminating Government procurement contracts. Duties vary according to particular specialization. | Same as above. |
| Purchasing Agent GS-1105-4/12 | Purchases supplies, services and equipment through open-market methods or competitive bid procedures to support operational requirements of the organization. | Either 1) two years of experience which has demonstrated a general knowledge of purchasing procedures, practices or regulations. Six months of this experience must have been at a level of difficulty comparable to Grade GS-3 in the Federal service; or 2) four years of education successfully completed in a residence school above the high school level; or 3) a time equivalent combination of 1 and 2. |

GS-1100 BUSINESS AND INDUSTRY GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Procurement Assistant GS-1106-6/11 | Assists procurement agents, officers, and/or analysts in planning and directing programs for the purchase of supplies and services for Government agencies. | Four years of experience, two of a specialized nature that has demonstrated knowledge and ability to perform at the level required. One year of the latter experience must have been at a level of difficulty comparable to a GS-5 grade in the Federal service or two at the GS-4. Education may not be substituted for the two years of specialized experience. |
| Procurement Clerk GS-1106-3/5 | Performs a wide range of clerical and technical support work related to procurement and contract functions such as assembling product and price data, processing procurement documents and reporting on contract performance. | Either 1) one year of general experience in any type of clerical or office work that has demonstrated accuracy and attention to detail; or 2) one year of post high school education; or 3) a time equivalent combination of 1 and 2. |
| International Trade Specialist GS-1140-9/15 | Performs functions such as market analysis, furnishing of advice and information to the business community concerning trade opportunities, export-import and tax and tariff regulations and requirements, and development of programs for trade promotion and expansion. | Either 1) three years of responsible experience in work that has developed or required understanding of the principles of merchandising, market research, distribution of goods, etc., plus an additional two years of advanced experience in their application. Also, experience in the application of knowledge of international economic and political factors influencing balance of payments, monetary exchange and tariffs, and their bearing on the distribution of commodities; or 2) completion of all requirements for a master's or an equivalent degree, or 2 full academic years of graduate education in an appropriate field; or 3) a time equivalent combination of 1 and 2. |

GS-1100 BUSINESS AND INDUSTRY GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Production Controller GS-1152-5/15 | Performs functions of planning, estimating, scheduling, and expediting the use of manpower, machines, and materials in the fabrication or repair of equipment and supply items by mechanical production methods. | Either 1) three years of experience that demonstrates analytical skills, understanding of the structure and channels of communication of the production organization, oral and written communication skills and the ability to perform duties of the position. One year of the experience must have been comparable in difficulty and responsibility to the GS-4 level, of which at least 6 months must have been specialized; or 2) a bachelor's degree in an appropriate specialization; or 3) a time equivalent combination of 1 and 2. |
| Loan Specialist GS-1165-9/15 | Examines and analyzes financial and credit risk factors, counsels loan applicants, investigates problems that arise with repayment of loans; develops policies and procedures to govern loan programs, etc. | Either 1) three years of general experience in administrative, professional, investigative, technical or other responsible work requiring ability to analyze and present information orally and in writing plus two years of specialized experience in functions relating to particular competencies required by the position. Six months of the experience must have been comparable to the GS-7 level or 1 year comparable to the GS-5 level; or 2) a master's degree in an appropriate field plus one year of the specialized experience; or 3) a time equivalent combination of 1 and 2. See X-118 for other qualifying factors. |

GS-1100 BUSINESS AND INDUSTRY GROUP

Grade Distribution in NOAA - Chart C

Approximate: March 1, 1984

| POSITION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | ABOVE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| + Combined PROCUREMENT AGENT, GS-1102 | | | | | | | 1 | | 3 | | 7 | | | | | |
| + Combined PROCUREMENT OFFICER, GS-1102 | | | | | | | | | | | | 4 | | 4 | 1 | |
| + Combined CONTRACT SPECIALIST, GS-1102 | | | | | | | 1 | | 4 | | 13 | 14 | 15 | 1 | | |
| PURCHASING AGENT, GS-1105 | | | | 1 | 8 | 12 | 7 | 1 | 2 | | | | | | | |
| PROCUREMENT ASSISTANT, GS-1106 | | | | | 2 | 7 | 1 | | | | | | | | | |
| PROCUREMENT CLERK, GS-1106 | | | | 7 | 6 | 1 | | | | | | | | | | |
| INTERNATIONAL TRADE SPECIALIST,GS-1140 | | | | | | | | | | | 2 | 4 | 8 | 1 | | |
| PRODUCTION CONTROLLER, GS-1152 | | | | | | | 1 | | 1 | | 1 | 3 | 2 | 1 | | |
| LOAN SPECIALIST, GS-1165 | | | | | | | | | 1 | | 4 | 3 | 1 | | | |

Brackets enclose one or more career ladders established for NOAA organizations in 1984. Grades above the top of a career ladder are based on unique duties and responsibilities and generally will require additional competition. See Personnel Offices for further current information or any projected changes.

GS-1100 BUSINESS AND INDUSTRY GROUP

General Information - Chart D

Positions in the GS-1101 General Business and Industry Series are so specialized in NOAA that they have been omitted from the Handbook. The series includes such positions as; Financial Services Specialist, Fishery Market News Reporter, Grants Advisor, etc. The duties and responsibilities of any like position within the series can vary considerably depending upon the mission and/or location of the organization in which the job is located.

GS-1300 PHYSICAL SCIENCE GROUP

Occupational Series - Chart A

| TRAINEE/TECHNICAL | TECHNICAL | PROFESSIONAL |
|---|---|---|
| PHYSICAL SCIENCE AID<br>GS-1311-1/4 | +PHYSICAL SCIENCE TECHNICIAN<br>GS-1311-5/12 | +PHYSICAL SCIENTIST<br>GS-1301-5/15 |
| METEOROLOGICAL AID<br>GS-1341-1/3 | HYDROLOGIC TECHNICIAN<br>GS-1316-4/12 | +PHYSICIST<br>GS-1310-5/15 |
| CARTOGRAPHIC AID<br>GS-1371-1/4 | +METEOROLOGICAL TECHNICIAN<br>GS-1341-4/13 | GEOPHYSICIST<br>GS-1313-5/15 |
| GEODETIC AID<br>GS-1374-2/4 | +CARTOGRAPHIC TECHNICIAN<br>GS-1371-5/13 | +HYDROLOGIST<br>GS-1315-5/15 |
| | +GEODETIC TECHNICIAN<br>GS-1374-5/8 | +CHEMIST<br>GS-1320-5/15 |
| | | +METEOROLOGIST<br>GS-1340-5/15 |
| | | +OCEANOGRAPHER<br>GS-1360-5/15 |
| | | +CARTOGRAPHER<br>GS-1370-5/15 |
| | | +GEODESIST<br>GS-1372-5/15 |

Please note: Grade ranges in Chart A and Chart B are from the OPM Handbook X-118 and are the broad framework within which OPM sets its qualification guidelines. See Chart C for actual grades in NOAA as they have been determined by the application of OPM classification and qualification standards to the duties and responsibilities of NOAA positions.

GS-1300 PHYSICAL SCIENCE GROUP

Position Summary - Chart B

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| +Physical Scientist GS-1301-5/15 | Performs professional work in the physical sciences when there is no other more appropriate series and the positions are not elsewhere classifiable. Included in this series are positions that involve a combination of several physical science fields with no one predominant, or a specialized field of physical science not identified with other existing fields. | Either 1) a full 4-year or longer curriculum in an accredited college or university leading to a bachelor's or higher degree in physical science, engineering or mathematics that included 24 semester hours in physical science and/or closely related science that demonstrated a mastery of the fundamental requirements which would have been acquired through 1, above. At least 6 months of the required experience must have been at, or comparable to, the next lower level in the Federal Service. |
| +Physicist GS-1310-5/15 | Performs research or other professional scientific work in the investigation and application of the relations between space, time, matter, and energy in areas such as mechanics, sound, optics, heat, electricity, magnetism, radiation, or atomic and nuclear phenomena. | See "PHYSICISTS", page 104. |
| +Physical Science Technician GS-1311-5/12 | Performs nonprofessional technical work in one or a combination of the following fields: Astronomy, chemistry, geology, geophysics, health physics, hydrology, metallurgy, oceanography, physics, and other physical sciences. Assists professional employees by performing duties such as calibrating instruments, mixing solutions, setting up and operating apparatus, amd compiling scientific data. | Either 1) a bachelor's degree with major study in an appropriate field of physical science; or 2) three years of experience including one year of specialized experience; or 3) a time equivalent combination of 1 and 2. Experience and education must demonstrate ability to perform duties of the position; at least one year of the experience must have been at the GS-4 level, of which 6 months must have been specialized. |

GS-1300 PHYSICAL SCIENCE GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Physical Science Aid GS-1311-1/4 | Assists higher graded employees in performing basic duties related to the field. See Physical Science Technician. | Either 1) present evidence of successful completion of a full 4-year or senior high school curriculum; or 2) pass a written test of related abilities; or 3) show 3 months of appropriate training or experience which has demonstrated aptitude for science. |
| +Geophysicist GS-1313-5/15 | Performs professional work concerned with: the electric, magnetic, and gravitational fields of the earth; deformation of the earth; the motion and constitution of the earth; cosmic physics in its relation to the earth and its atmosphere, and; response of the earth to artificially applied fields of force. | Either 1) a full 4-year or longer curriculum in an accredited college or university leading to a bachelor's or higher degree with specialized course-work requirements; or 2) 30 semester hours of course-work of the quality required for 1 above plus additional appropriate experience and education in specified fields that will total 4 years of experience and education that provides technical and professional knowledge comparable to 1, above. See X-118 for specific coursework requirements. At least 9 months of the required experience must have been at, or comparable to, the next lower grade in the Federal Service. |
| +Hydrologist GS-1315-5/15 | Performs professional work such as 1) Study and predict the interactions within the hydrologic cycle with relation to precipitation, evapotranspiration, streamflow and subsurface water as influenced by the surface and subsurface characteristics of the watershed and the works of man, 2) Investigate the transport of sediment and dissolved materials in natural waters and the physical and biological changes resulting from this transport, 3) Evaluate the quantities, rates of movement and quality of water in the various phases of the hydrologic cycle. | See "HYDROLOGISTS", page 94. |

GS-1300 PHYSICAL SCIENCE GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Hydrologic Technician GS-1316-5/12 | Performs duties supporting professional work in hydrology, the science concerned with the study of water and water sources, and the processes governing the depletion and replenishment of the water resources of the land areas of the earth. Collects, selects, computes, adjusts, and processes data; prepares charts and reports, applying knowledge of methods and techniques. | Either 1) two years of experience that has provided knowledge of principles, methods, and techniques applied in collecting, evaluating, computering, processing, and applying hydrologic data; or 2) two years of post high school academic study which included 18 or more semester hours in specified, related, subjects; or 3) a time equivalent combination of 1 and 2. |
| +Chemist GS-1320-5/15 | Plans, directs, conducts, or carries out research and development or analysis and testing work that requires a full professional knowledge of the field of chemistry. | See "CHEMISTS", page 85. |
| +Meteorologist GS-1340-5/15 | Performs work that requires full professional knowledge of meteorological methods, techniques, and theory and the ability to apply this knowledge in the solution of practical and theoretical problems involving weather analysis, forecasting, air and water pollution advisories, climatology, radar and satellite surveillance and analysis, computer prepared prognostic guidance, and meteorological research. | See "METEOROLOGISTS", page 100. |
| +Meteorological Technician GS-1341-4/13 | Performs specialized technical work primarily concerned with the analysis of weather elements or the prediction of their effects upon the atmosphere, the earth's surface and human activities. | See "METEOROLOGICAL TECHNICIANS", page 98. |

GS-1300 PHYSICAL SCIENCE GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Meteorological Aid<br>GS-1341-1/3 | Assists higher graded employees in performing basic duties related to the field. | Ability to use or learn high school level mathematics; ability to read and understand simple written instructions and procedures; ability to comprehend and respond to simple oral directions and instructions; ability to work as a member of a team; ability to learn meteorological aid duties. |
| +Oceanographer<br>GS-1360-5/15 | Performs professional work concerned with the study of tides, sea ice, currents, waves, sediments, and various other ocean phenomena in terms of their characteristics and behavior as seen in temperatures, densities, circulation, motion, sound propagation, transparency, etc. | See "OCEANOGRAPHERS", page 102. |
| +Cartographer<br>GS-1370-5/15 | Performs professional work concerned with mapping the earth and extraterrestrial bodies or graphic and navigational information. Duties require the application of scientific methodology and a knowledge of cartography which includes the mathematical, geodetic, and geographic basis for design, evaluation, and construction of charts, and the techniques of expressing accurate geographic and navigation information by means of maps and charts. | See "CARTOGRAPHERS", page 82. |

GS-1300 PHYSICAL SCIENCE GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| +Cartographic Technician<br>GS-1371-5 and above | Performs nonprofessional technical work in the construction and revision of maps and charts. Assists professional employees by performing precompilation tasks, manual compilation, photogrammetric compilation, editing, and/or drafting. Assignments may range from performance of simple unrelated tasks to responsibility for carrying a map or chart project from planning through construction. | Either 1) two years of technical experience which provided the basic knowledges or skills involved in cartographic work, plus one year of actual work in cartography or a closely related field that was comparable in difficulty and responsibility to the GS-4 level; or 2) successful completion of all requirements for a bachelor's or higher degree in an accredited college or university with major study in cartography, or in a course of study that included 18 semester hours in one or a combination of appropriate studies; or 3) a time equivalent combination of 1 or 2. |
| Cartographic Aid<br>GS-1371-1/4 | Assists higher graded employees in performing basic duties related to the field. See Cartographic Technician, above. | Either 1) evidence of successful completion of a full 4-year or senior high school curriculum; or 2) 3 months of appropriate training or experience which has demonstrated aptitude for cartographic work. |
| +Geodesist<br>GS-1372-5/15 | Applies scientific principles and techniques in determining the size and shape of the earth and its gravitational field, measuring the intensity and direction of the force of gravity, and determining the horizontal and vertical positions of points on the earth and in space where consideration of the curvature of the earth is required. | See "GEODESISTS", page 92. |

GS-1300 PHYSICAL SCIENCE GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Geodetic Technician GS-1374-5/12 | Performs technical work in the analysis, evaluation, processing, computation, and selection of geodetic survey data. Work includes such activities as the preparation, maintenance, checking, and compilation of geodetic control information; coding of geodetic data; analysis of field survey data, and the selection of geodetic control. | Either 1) two years of experience in the mathematical, engineering, or physical sciences plus one year of experience in related work that requires the application of the technical terms, techniques, and theories of geodesy, comparable in difficulty and responsibility to the GS-4 level; or 2) a bachelor's degree, or a full 4-year course in an accredited college or university leading to a bachelor's degree with major study in geodesy or civil engineering; or 3) a time equivalent combination of 1 and 2. |
| Geodetic Aid GS-1374-2/4 | Assists higher graded employees in performing basic duties related to the field. See Geodetic Technician above. | Either 1) Graduation from a full 4-year or senior high school, in a curriculum which included 1 year of algebra or advanced math and two 1/2 year courses in other mathematics, natural or physical sciences or 2) one-half year of appropriate general experience. |

GS-1300 PHYSICAL SCIENCE GROUP

Grade Distribution in NOAA - Chart C

Approximate: March 1, 1984

| POSITION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | ABOVE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| +PHYSICAL SCIENTIST, GS-1301 | | | | | | | 4 | | 7 | 1 | 11 | 17 | 47 | 77 | 65 | 41 |
| +PHYSICIST, GS-1310 | | | | | | | | | 1 | | 4 | 13 | 25 | 35 | 19 | 3 |
| +PHYSICAL SCIENCE TECHNICIAN, GS-1311 | | | | | 2 | 9 | 13 | 5 | 13 | 12 | 23 | 4 | 3 | | | |
| PHYSICAL SCIENCE AID, GS-1311 | | | | 2 | | | | | | | | | | | | |
| GEOPHYSICIST, GS-1313 | | | | | | | | | 1 | | 1 | 9 | 5 | 3 | 4 | 1 |
| +HYDROLOGIST, GS-1315 | | | | | | | | | 1 | | 9 | 84 | 49 | 23 | 8 | 3 |
| HYDROLOGIC TECHNICIAN, GS-1316 | | | | | | 3 | 5 | 2 | 2 | 7 | 1 | | | | | |
| +CHEMIST, GS-1320 | | | | | | | | | 1 | | 11 | 11 | 18 | 6 | 3 | |
| +METEOROLOGIST, GS-1340 | | | | | 8 | | 36 | | 39 | 1 | 165 | 483 | 602 | 221 | 100 | 23 |
| +METEOROLOGICAL TECHNICIAN, GS-1341 | | | | 7 | 37 | 74 | 89 | 119 | 288 | 642 | 636 | 76 | 5 | 1 | | |
| METEOROLOGICAL AID, GS-1341 | | | 1 | | | | | | | | | | | | | |
| +OCEANOGRAPHER, GS-1360 | | | | | 1 | | 3 | | 9 | | 61 | 49 | 76 | 42 | 24 | 3 |
| +CARTOGRAPHER, GS-1370 | | | | | 19 | | 36 | | 28 | | 157 | 93 | 47 | 11 | 3 | |
| +CARTOGRAPHIC TECHNICIAN, GS-1371 | | | | | 4 | 11 | 11 | 6 | 29 | 1 | 14 | 3 | 1 | | | |
| CARTOGRAPHIC AID, GS-1371 | | | | 3 | | | | | | | | | | | | |
| +GEODESIST, GS-1372 | | | | | 2 | | 1 | | 5 | | 7 | 33 | 26 | 17 | 11 | 2 |
| +GEODETIC TECHNICIAN, GS-1374 | | | | | 3 | 3 | 8 | | 10 | | 5 | 11 | 4 | | | |
| GEODETIC AID, GS-1374 | 1 | | | | | | | | | | | | | | | |

+ Combined

Brackets enclose one or more career ladders established for NOAA organizations in 1984. Grades above the top of a career ladder are based on unique duties and responsibilities and generally will require additional competition. See Personnel Offices for further current information or any projected changes.

GS-1300 PHYSICAL SCIENCE GROUP

General Information - Chart D

NWS has continuous turnover in the +Meteorologist Series at grades GS-5/12 with a moderate increase in need over the next 5-10 years.

NWS has continuous turnover in the field in the +Meteorological Technician Series with a moderate decrease in need over the next 5-10 years.

Contracting out studies in progress in NOAA in cartographic functions may affect career potential in the GS-1370 and GS-1371 Series.

The number of Geodetic Aids/Technicians, GS-1374, has fluctuated just above and just below 50 FTP positions during the past year and the decision was made to keep that series on the "+" list.

GS-1500 MATHEMATICS AND STATISTICS GROUP

Occupational Series - Chart A

| CLERICAL | TECHNICAL | PROFESSIONAL/ADMINISTRATIVE |
|---|---|---|
| STATISTICAL ASSISTANT<br>GS-1531-5/6 | STATISTICAL ASSISTANT<br>GS-1531-7/10 | OPERATIONS RESEARCH ANALYST<br>GS-1515-5/15 |
| STATISTICAL CLERK<br>GS-1531-4 | | +MATHEMATICIAN<br>GS-1520-5/15 |
| *Clerk<br>GS-303-1/3 | | MATHEMATICAL STATISTICIAN<br>GS-1529-5/15 |
| | | STATISTICIAN<br>GS-1530-5/15 |
| | | STATISTICAL ASSISTANT<br>GS-1531-11/13 |
| | | COMPUTER SCIENTIST<br>GS-1550-5/15 |

*Described under GS-300 Group.

Please note: Grade ranges in Chart A and Chart B are from the OPM Handbook X-118 and are the broad framework within which OPM sets its qualification quidelines. See Chart C for actual grades in NOAA as they have been determined by the application of OPM classification and qualification standards to the duties and responsibilities of NOAA positions.

GS-1500 MATHEMATICS AND STATISTICS GROUP

Position Summary - Chart B

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Operations Research Analyst GS-1515-5/15 | Performs professional and scientific work requiring the design, development and adaptation of mathematical, statistical, and other scientific methods to analyze operational problems of decision-makers. | A bachelor's degree in an accredited college or university with a course work of study that included 24 semester hours in any combination of the following: operations research; mathematics; statistics; logic; and subject-matter courses which require substantial competence in mathematics or statistics. |
| +Mathematician GS-1520-5/15 | Plans, directs, conducts or assists in the performance of scientific, analytical or developmental work or basic or applied research in the field of mathematics. Performance of the duties of positions under this series requires full professional education and training in the field of mathematics, including a thorough understanding of the theories, principles and concepts upon which mathematics is based. | See "MATHEMATICIANS", page 96. |
| Mathematical Statistician GS-1529-5/15 | Performs professional work involving the development and adaptation of mathematical statistical theory and methodology for a wide variety of statistical investigations. | Either 1) a bachelor's degree in an accredited college or university which has included special related, course work; or 2) a combination of special courses and experience that equals 1 above. At least six months of the required experience must have been comparable to the GS-4 level in the Federal service or one year comparable to the second level. See X-118 for specific requirements |
| Statistician GS-1530-5/15 | Performs professional work on consultation in a variety of subject-matter fields, including the biological, social and physical sciences, engineering, agriculture and administation to determine meaningful relationships or to measure quantified information. | Same as above. |

GS-1500 MATHEMATICS AND STATISTICS GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Statistical Assistant GS-1531-5/15 | Performs statistical work in connection with the collection, processing, compilations, computation, analysis, editing, and presentation of statistical data. Work is concerned with a specific operational program of subject-matter field of statistics, and the kind and type of assignment and the degree of responsibility involved varies with the field of work and the grade level of the position involved. | Either 1) three years of experience in clerical, technical, administrative or supervisory work that included 1 year that required the application of statistical methods, procedures, and techniques at a level of difficulty and responsibility comparable to grade GS-4 in the Federal Service; or 2) a bachelor's degree that included or was supplemented by the equivalent of 6 semester hours in statistics; or 3) a time equivalent combination of 1 and 2. |
| Statistical Clerk GS-1531-4 | See above. Work in this series requires primarily the application of statistical methods, procedures, and techniques, but does not require professional knowledge of statistics. | Either 1) two years of experience in clerical, technical, or administrative work that included six months of the application of statistical procedures at a level of difficulty and responsibility comparable to the GS-3 level; or 2) at least two academic years of post high school education in an accredited resident institution that included or was supplemented by the equivalent of six semester hours in mathematics or statistics; or 3) a time equivalent combination of 1 and 2. |
| Computer Scientist GS-1550-5/15 | Performs primarily professional research or development work to evolve new concepts, methods, and techniques to store, manipulate, transform, and present information by means of digital computer systems. Such work involves a wide range of activities that are either concerned with the development of new fields of computer science research or are responsive to problems arising from the use of digital computers within the Federal service. | A bachelor's degree in an accredited college or university which included or was supplemented by 30 semester hours of course work in a combination of mathematics, statistics, and computer science that provided the in-depth knowledge required for the position. |

GS-1500 MATHEMATICS AND STATISTICS GROUP

Grade Distribution in NOAA - Chart C

Approximately: March 1, 1984

| POSITION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | ABOVE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OPERATIONS RESEARCH ANALYST, GS-1515 | | | | | 1 | | 1 | | 1 | | 2 | 6 | 4 | 5 | 1 | |
| +MATHEMATICIAN, GS-1520 | | | | | | | 1 | | 3 | | 7 | 19 | 22 | 6 | 1 | |
| MATHEMATICAL STATISTICIAN, GS-1529 | | | | | | | | | | | 1 | 2 | 9 | 2 | | |
| STATISTICIAN, GS-1530 | | | | | | | | | 2 | | 2 | 8 | 4 | 1 | 1 | |
| STATISTICAL ASSISTANT, GS-1531 | | | | | | 1 | | 1 | 1 | | 1 | 1 | | | | |
| STATISTICAL CLERK, GS-1531 | | | | 1 | | | | | | | | | | | | |
| COMPUTER SCIENTIST, GS-1550 | | | | | 1 | 1 | | | | | | | 2 | | | |

Brackets enclose one or more career ladders established for NOAA organizations in 1984. Grades above the top of a career ladder are based on unique duties and responsibilities and generally will require additional competition. See Personnel Offices for further current information or any projected changes.

GS-1500 MATHEMATICS AND STATISTICS GROUP

General Information - Chart D

NOAA hires Mathematicians usually at the fully qualified level. Positions within this series vary a great deal, depending upon the discipline and areas in which they are located.

Qualification Standards for Clerk GS-303-1/3 are used for filling Statistical Clerk positions below GS-4.

There are very limited opportunities in this group in the NWS.

GS-1800 INVESTIGATION GROUP

Occupational Series - Chart A

| TECHNICAL | ADMINISTRATIVE |
|---|---|
| +FOOD INSPECTOR (PROCESSED PRODUCTS)<br>GS-1863-5/11 | |
| | FOREIGN FISHERIES COMPLIANCE OFFICER<br>GS-1801-5/15 |
| | +SPECIAL AGENT (FISH AND WILDLIFE)<br>GS-1812-5/14 |

Please note: Grade ranges in Chart A and Chart B are from the OPM Handbook X-118 and are the broad framework within which OPM sets its qualification guidelines. See Chart C for actual grades in NOAA as they have been determined by the application of OPM classification and qualification standards to the duties and responsibilities of NOAA positions.

GS-1800 INVESTIGATION GROUP

Position Summary - Chart B

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Foreign Fisheries Compliance Officer GS-1801-5/15 | Engages in the assessing and obtaining the compliance of persons or organizations with the Federal laws, rules, regulations, etc., requiring a detailed knowledge of program legislation and regulations, familiarity with regulated products or activities, and application of inspectional or investigative techniques. | Either 1) three years of experience which has demonstrated ability to understand legal regulations, analyze written and numerical data, communicate effectively both orally and in writing; or 2) a bachelor's degree; or 3) a time equivalent combination of 1 and 2. |
| +Special Agent (Fish & Wildlife) GS-1812-5/14 | Conducts investigations into violations of Federal fish and wildlife laws which involve the full participation in raids, interviewing witnesses, interrogating suspects, searching for physical evidence and clues, seizures of contraband, equipment, and vehicles, securing and serving search warrants, making arrests, inspecting records and documents, developing evidence for orderly presentation to the U.S. Attorney and other legal offices, testifying in court, preparing detailed written reports, and carrying out undercover operations for short periods of time. | Either 1) three years of general experience which has required the ability to work or deal effectively with individuals or groups of persons; skill in collecting and assembling pertinent facts; ability to prepare clear and concise reports; and ability and willingness to accept responsibility at a level of difficulty and responsibility comparable to the next lower grade in the Federal service; or 2) a bachelor's degree; or 3) a time equivalent combination of 1 and 2. |
| +Food Inspector (Processed Products) GS-1863-5/11 | Performs fishery product inspector services at processing plants, cold storage warehouses, shipping facilities etc. Examines condition of handling processes, sample lots, etc. to determine regulatory compliance. | Either 1) three years of general experience which has demonstrated required abilities in areas such as food plant sanitation, quality control measures, inspection of food products etc.; or 2) a bachelor's degree from an accredited university with a major in a relevant field of study; or 3) a time equivalent combination of 1 and 2. |

GS-1800 INVESTIGATION GROUP

Grade Distribution in NOAA - Chart C

Approximately: March 1, 1984

| POSITION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | ABOVE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FOREIGN FISHERIES COMPLIANCE OFFICER | | | | | | | 1 | | 3 | | | 2 | | | | |
| GS-1801 | | | | | | | | | | | | | | | | |
| +SPECIAL AGENT (FISH AND WILDLIFE) | | | | | [ | | 3 | | 4 | | 45 ] | 25 | 5 | 7 | | |
| GS-1812 | | | | | | | | | | | | | | | | |
| +FOOD INSPECTOR (PROCESSED PRODUCTS) | | | | | [ | | 7 | 1 | 38 ] | 6 | 4 | 4 | 3 | | | |
| GS-1863 | | | | | | | | | | | | | | | | |

Brackets enclose career ladders established by Page Personnel Branch through November 14, 1984. Grades above the top of a career ladder are based on unique duties and responsibilities and generally will require additional competition. See Personnel Office for further current information or any projected changes.

GS-1800 INVESTIGATION GROUP

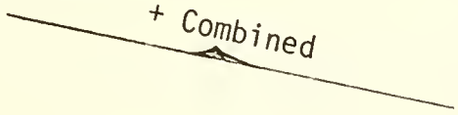
General Information - Chart D

NOAA has a single-agency interim qualification standard approved for use in filling positions of the GS-1812 series with the National Marine Fisheries Service (NMFS).

GS-2000 SUPPLY GROUP

Occupational Series - Chart A

| CLERICAL | TECHNICAL | ADMINISTRATIVE |
|---|---|---|
| SUPPLY CLERK<br>GS-2005-4/5 | GENERAL SUPPLY SPECIALIST<br>GS-2001-6/10 | GENERAL SUPPLY SPECIALIST<br>GS-2001-11/15 |
| Clerk<br>GS-303-1/3 | SUPPLY TECHNICIAN<br>GS-2005-6/8 | SUPPLY PROGRAM MANAGER<br>GS-2003-9/15 |
| Procurement Clerk*<br>GS-1106-3/5 | Procurement Assistant*<br>GS-1106-6/11 | INVENTORY MANAGER<br>GS-2010-11/15 |
| | | SUPPLY CATALOGER<br>GS-2050-5/15 |
| | | +Contract & Procurement Series*<br>GS-1102-5/15 |




*Described under GS-1100 Group

Please note: Grade ranges in Chart A and Chart B are from the OPM Handbook X-118 and are the broad framework within which OPM sets its qualification guidelines. See Chart C for actual grades in NOAA as they have been determined by the application of OPM classification and qualification standards to the duties and responsibilities of NOAA positions.

GS-2000 SUPPLY GROUP

Position Summary - Chart B

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| General Supply Specialist GS-2001-5/15 | Performs duties involving line or operating technical supply activities, such as inventory management, supply cataloging, property utilization, etc; performs work primarily concerned with improvements of supply programs and techniques; or performs duties that involve supervising or managing one or more supply functions or activities. | Either 1) three years of progressively responsible experience in administrative, professional, investigative or other work which has provided knowledge of one or more aspects of the supply field and has included at least one year at or above the GS-4 level, or its equivalent; or 2) a bachelor's degree; or 3) a time equivalent combination of 1 and 2. |
| Supply Program Manager GS-2003-9/15 | Performs duties that involve either; the management, direction, or administration of a supply program that involves two or more technical supply functions, or; staff, managerial or administrative work primarily concerned with analyzing and improvement of the supply system. | Either 1) five years of extensive supply management experience which has provided knowledge of overall systems or intensive knowledge of some phase of inventory management; or 2) a master's degree or two full academic years of graduate education in one of the directly related fields; or 3) a time equivalent combination of 1 and 2. |
| Supply Technician GS-2005-6/8 | See +Supply Clerk, GS-2005. The kinds and combinations of work assignments found in individual supply clerk and technician positions vary greatly because of the wide variety of supply functions. | Either 1) two years of experience, at least three in supply work or closely related activities (at a level of responsibility and difficulty comparable to the next lower grade in the Federal service) which demonstrates the ability to perform duties of the position; or 2) a full four-year course of education in a school above the high school level plus a year of specialized experience; or 3) a time equivalent combination of 1 and 2. |

GS-2000 SUPPLY GROUP

Position Summary - Chart B Continued

| POSITION | TYPICAL DUTIES | EXPERIENCE/QUALIFICATIONS NEEDED - Entry Level |
|---|---|---|
| Supply Clerk<br>GS-2005-4/5 | Performs a wide range of the clerical supply work involving requisitions, inventory control and storage, distribution, etc., necessary for the efficient operation of a supply management system. | Either 1) two years of experience, at least one in supply work or closely related activities (at a level of responsibility and difficulty comparable to the next lower grade in the Federal service) which demonstrates the ability to perform duties of the position; or 2) two years of resident education in a school above the high school level; or 3) a time equivalent combination of 1 and 2. |
| Inventory Manager<br>GS-2010-9/15 | Performs technical work which involves managing and controlling material and that requires the application of a knowledge of systems, techniques, and management concepts for determining, regulating or controlling the level and flow of supplies. | Same as for Supply Program Manager, GS-2003. |
| Supply Cataloger<br>GS-2050-5/15 | Develops, maintains, or revises supply catalogs, manuals, stock lists, computer input data, item descriptions, and other documents which identify items of supply. | Same as for General Supply Specialist, GS-2001. |

GS-2000 SUPPLY GROUP

Grade Distribution in NOAA - Chart C

Approximately: March 1, 1984

| POSITION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | ABOVE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| GENERAL SUPPLY SPECIALIST, GS-2001 | | | | | | | 1 | | 3 | 1 | 3 | | | | 1 | |
| SUPPLY PROGRAM MANAGER, GS-2003 | | | | | | | | | | | | 2 | 2 | 1 | | |
| + Combined SUPPLY TECHNICIAN, GS-2005 | | | | | | 15 | 15 | 3 | | | | | | | | |
| + Combined SUPPLY CLERK, GS-2005 | | | 3 | 1 | 16 | | | | | | | | | | | |
| INVENTORY MANAGER, GS-2010 | | | | | | | 1 | | 6 | | 2 | | | | | |
| SUPPLY CATALOGER, GS-2050 | | | | | | | | | 1 | | 2 | | | | | |

Brackets enclose one or more career ladders established for NOAA organizations in 1984. Grades above the top of a career ladder are based on unique duties and responsibilities and generally will require additional competition. See Personnel Offices for further current information or any projected changes.

GS-2000 SUPPLY GROUP

General Information - Chart D

Contracting out studies in progress in NOAA may affect career potential in this group.

## EXPANDED POSITION SUMMARIES

Because occupations in the Computer Science area and within the Biological and Physical Sciences Group comprise a large percentage of the NOAA workforce, information about these occupations has been expanded to include greater detail about the nature of work involved and how and where they are utilized within NOAA.

These series are listed alphabetically under the following titles:

CARTOGRAPHERS

CHEMISTS

COMPUTER SPECIALISTS

ELECTRONICS TECHNICIANS

ENGINEERS

FISHERY BIOLOGISTS

GEODESISTS

HYDROLOGISTS

MATHEMATICIANS

METEOROLOGICAL TECHNICIANS

METEOROLOGISTS

OCEANOGRAPHERS

PHYSICISTS

## CARTOGRAPHERS

### Nature of Work

NOAA cartographers compile and construct nautical and aeronautical charts and other cartographic products.

Cartographers work with an almost endless supply of data from surveys and other sources in constructing and revising various types of charts. In order to develop an appreciation and understanding for this data, they may participate in these surveys. Others may assist with hydrographic observations aboard ships of the National Ocean Services fleet or other mobile field activities.

Since safe and efficient aeronautical and nautical operations depend on NOAA charts, a high degree of accuracy and attention to detail is required in the production and reduction of this data. Each cartographic area requires special evaluation procedures; soundings from hydrographic surveys must be checked to insure that corrections for water temperature, salinity and tidal level are accurate; that discrepancies between new and past data are reasonable; that they are properly located; that wire-drag surveys are made when necessary to resolve questionable situations; and that soundings are entered on charts which accurately represent the main characteristics of a bottom configuration. Cartographers use photogrammetry to plan extensive field surveys and to map shore detail from aerial photographs for nautical and aeronautical charting and in support of hydrographic surveys. They operate stereoscopic instruments and process data through electronic computers to determine position and elevations of ground points and map detail. They measure glass plates exposed from ground stations on precise comparators using stars for camera orientation. They compute direction information obtained from orbiting satellites at widely separated points to provide a single, world geodetic datum. The proper acceptance, rejection and coordination of available information is of fundamental importance in cartographic evaluations.

Experienced cartographers supervise cartographic programs and engage in critical editing and review duties. They engage in research and development to devise improved cartographic methods and portrayal, for example; the handling of hydrographic sounding data by ADP or the application of photogrammetric data reduction of deep-sea stereophotography, sea wave and current measurements, earth crustal movement studies and photography from orbiting satellites.

Duties are usually performed during the regular five-day work week.

Location of Work

Most positions are located in the NOAA Headquarters offices at Rockville or Silver Spring, Maryland, with a limited number at the Atlantic and Pacific Marine Centers at Norfolk, Virginia, and Seattle, Washington. Organizationally, they are in the National Ocean Services.

Basic Qualifications

GS-5/7: B.S. Degree in Cartography or any Bachelor's degree when academic work includes either:

(a) 30 semester hours in one or a combination of the following: cartography, photogrammetry, geodesy and plane surveying.

A graduate degree, additional experience or training, or superior academic achievement may qualify applicants for positions at higher beginning grade levels.

(b) At least 5 semester hours of appropriate college-level mathematics in two of the following courses: college algebra, trigonometry, analytic geometry, calculus (or any course for which any of these is a prerequisite) and at least 19 semester hours in any combination of astronomy, cartography, engineering science or drafting, forest mensuration, geodesy, geography, geology, geophysics, mathematics, meteorology, navigation, oceanography optics, photo-interpretation, photogrammetry, physics and surveying. (Courses in the history or teaching of these subjects are not acceptable.)

Candidates for cartography positions may also qualify without a degree on the basis of an equivalent combination of education and experience.

Career Development Assignments

Cartographers may be assigned at early career stages to various ships and field parties to become acquainted with the data acquisition program. A wide range of assignments is considered desirable early in each individual's career. These varied assignments enable the intelligent selection of a career specialty and also provide a broad background for future specialization. Since various specialized programs are distributed throughout NOAA, mobility is of considerable importance to the advancement and career development of young cartographers.

## CHEMISTS

### Nature of Work

NOAA chemists plan, direct, conduct or carry out research and development or analysis and testing work that requires a full professional knowledge of chemistry.

NOAA chemists are active in, and assist in, developing new and better fish products for both food and industrial uses. They are studying the effects of pesticides on commercial fishery resources, as well as the effects of petroleum hydrocarbons and heavy metals on the marine environment.

As a NOAA chemist, one might assist in scientific studies designed to improve and develop methods of handling, processing, preserving and distributing fish, fish products and shellfish, or developing information on sanitation measures and requirements for U. S. standards on fishery products.

### Location of Work

NOAA chemists are primarily utilized on a regular five-day work week by the National Marine Fisheries Service at laboratories in these locations: (Opportunities are increasingly limited.)

Charleston, South Carolina - Gloucester, Massachusetts - Seattle, Washington

Basic Qualifications

GS-5/7: Completion of all requirements for a bachelor's degree in one of the physical or life sciences or engineering. The study must have included lectures, recitations and appropriate laboratory work totaling at least 30 semester hours of chemistry. Course work must include 6 hours of physics and mathematics through integral calculus and:

a. quantitative analysis
b. inorganic chemistry
c. organic chemistry
d. physical chemistry

These courses must have been acceptable as courses in chemistry toward meeting an institution's requirements for a major in chemistry. Related professional experience or graduate education (or an equivalent of both) in addition to meeting the above basic requirements may qualify applicants for higher grade positions.

COMPUTER SPECIALISTS

Nature of Work

NOAA Computer Specialists provide computer programming and systems analysis support to a wide variety of research, development and operational environmental science fields. Computer Specialists perform work necessary to design or implement systems for solving problems or accomplishing work processes in NOAA by the use of digital computers. They participate in various programs throughout NOAA that entail a technical knowledge of computer requirements and techniques. Computer Specialists may be concerned with one or more basic data processing functions

such as: (1) identifying the nature and scope of subject-matter processes and problems to be automated, and organization of work processes and functions into data systems for subsequent processing by computers in NOAA; (2) selecting or designating specific makes and models of computers and related peripheral devices to be used; (3) organizing plans and programs specifying the nature and sequence of actions to be accomplished by the computer. Experienced Computer Specialists may continue in the NOAA organization as supervisory or highly specialized computer specialists or they may enter other administrative or scientific career fields.

Duty may be on a regular five-day work week or special schedules for limited periods depending upon the specialized area of work.

Location of work

Computer Specialists are utilized by all NOAA elements in the U.S.

Basic Qualifications

Completion of a four-year course in an accredited college leading to a bachelor's degree is fully qualifying for the GS-5 grade level. Ideally, this could include 20 semester hours of course work in a combination of mathematics, statistics and computer sciences and include differential and integral calculus. However, a background including one year of work at or equivalent to the GS-4 level demonstrating skill in analyzing problems; identifying relevant factors; gathering pertinent information and recognizing solutions; doing thorough, accurate work that requires planning a logical sequence of steps and communicating both orally and in writing would also be acceptable for GS-5. For GS-7, one year of experience must have been equivalent to the GS-5 level, demonstrating skills at a higher level than cited above. Superior academic achievement or graduate education can be substituted for experience as appropriate.

## ELECTRONICS TECHNICIANS

### Nature of Work

Engineering services are vital to the National Weather Service's increasing equipment-oriented activities. Approximately 9,000 individual electronics equipments and systems are presently used in support of the Services's field operations. Maintenance of these essential equipments are performed by over 400 field based technicians at over 300 stations throughout the United States, including its territories.

### Specialization

Field Electronics Technicians maintain a wide array of sophisticated equipment including radars, upper air telemetry and tracking equipment, computers, remote atmospheric data sensing equipment and communications equipment. These technicians ensure the precision and uniformity of output from environmental sensing, processing and display systems. This involves anticipating and performing the necessary repairs expeditiously and economically. Because of the expansion of equipment, training is provided to most technicians. This training provides the electronics staffs with the knowledge and skills required to install and maintain equipment and facilities at established standards. This is accomplished by utilizing on-the-job, home study, trade school, university, industrial and inter-agency training courses.

## BASIC QUALIFICATIONS

### GS-1/3 Electronics Engineering Techicians

These positions are essentially trainee or cooperative education student positions in which trainees provide assistance to higher graded employees.

### GS 4/12 Electronics Technicians

Qualifications are based on demonstrated knowledge and skills specific to electronics methods, techniques and practices. Experience and abilities required may include but are not limited to the maintenance of radars, computers, remote observing equipment and computerized display equipment.

## ENGINEERS

### Nature of Work

NOAA engineers design, develop, install and maintain a variety of specialized instrumental equipment along with data collection and processing systems for scientific programs involving the earth, oceans, atmosphere and space. They develop new environmental satellite sensors, shipboard data and navigational equipment, geodetic distance-measuring devices, meteorological instruments, telecommunications systems, infrared applications, automated information systems and telemetry devices, many computer based. Civil engineers with field teams conduct precise geodetic surveys, astronomic observations, photogrammetric control and related operations.

Beginning engineers usually perform testing or other basic assignments to become acquainted with the particular program area of their work. After orientation, they may evaluate design features of equipment being developed for use in environmental science or services. Initially, there is close supervision, but later assignments are accomplished more independently as experience and knowledge increase. Eventually, the engineer may develop original designs or solve engineering problems on his/her own. Experienced engineers originate and manage engineering and systems development programs.

Generally, duties are performed during normal working hours. Limited travel is required except when assignments are mobile field parties.

## Location of Work

NOAA engineers are located throughout the Washington, DC area in Rockville, Silver Spring, and Suitland, Maryland, and also in Sterling, Virginia. A large group of engineers is located at Boulder, Colorado. A few mobile units and small offices are located throughout the country. Engineers in aerospace work are located primarily at the National Environmental Satellite Data and Information Service in Suitland, Maryland, where NOAA operational satellite systems are conceived, designed and implemented.

## Basic Qualifications

GS-5/7: B.S. degree in any branch of engineering or four years of college-level education and/or equivalent experience and education which provides a thorough knowledge of the physical and mathematical sciences underlying professional engineering and a good understanding of the engineering sciences and techniques and their applications to one of the branches of engineering. Generally, the education must have included differential and integral calculus and courses (more advanced than first-year physics and chemistry) in four of the following eight areas of engineering science or physics:

a. statics, dynamics
b. strength of materials (stress-strain relationships)
c. thermodynamics
d. fluid mechanics, hydraulics
e. electric and magnetic fields
f. circuit design
g. nature and properties of materials (relating particle and aggregate structure to properties)
h. any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics

## FISHERY BIOLOGISTS

### Nature of Work

NOAA's fishery biologists study the problems of growth and reproduction of fish and shellfish, attack the problems of disease and identify and study subdivisions of oceanic stocks. To carry out this research, NOAA's fishery biologists study the life history, habits, classification and economic relations of aquatic organisms to ensure an adequate and dependable supply of fish and shellfish and the conservation of growth of the fishing industry. They study the effects of environmental and human-made changes on fish, determine rearing and planting for maximum success in hatchery operations and devise ways to regulate fishing to ensure a continuing, maximum yield. They participate in International Treaties to conserve and maintain the resources. Specialization is often possible in such fields as embryology, histology, phisiology, serology and virology. NOAA's fishery biologists work primarily in the National Marine Fisheries Service.

### Location of Work

Fishery biologists work at various research facilities throughout the United States.

Basic Qualifications

For GS-5 and GS-7: Completion of all requirements for a bachelor's or higher degree from an accredited university with a major in the biological or agricultural sciences, or completion of appropriate course requirements plus a sufficient amount of experience and education to be the equivalent of the 4-year course of study. Specific course requirements which must be met are as follows: 30 semester hours, or equivalent, in biological sciences including:

a. 6 semester hours of aquatic subjects such as limnology, ichthyology, fishery biology, aquatic botany, aquatic fauna, oceanography, fish culture, etc.

b. 12 semester hours in the animal sciences in subjects such as general zoology, vertebrate zoology, comparative anatomy, physiology, entomology, parasitology, ecology, cellular biology, genetics or research in those fields. (Excess course work in aquatic subjects may be used to meet this requirement when appropriate.)

Graduate degrees or additional experience in this field may qualify applicants for the higher grade positions.

GEODESISTS

Nature of Work

A NOAA career in geodesy affords graduate civil engineers, geodesists and applied mathematical physicists an opportunity to participate in the establishment and maintenance of the basic horizontal and vertical geodetic control network and in precise determinations of the direction and intensity of the terrestrial and external gravity.

Beginning geodesists may spend a part of their early career on mobile field parties engaged in triangulation, traverse surveys, base mensuration, leveling and satellite applications. Some geodesists advance into staff support specialties involving planning, evaluating and directing the geodetic data acquisition and analysis programs. Other NOAA geodesists advance into programs concerned with geodynamics and data reduction, evaluation and utilization; including the application of geodetic data to mapping, charting, engineering and similar activities, and involving the establishment and maintenance of an automated geodetic data base.

Research geodesists, particularly those with graduate degrees, conduct research studies related to new techniques, instrumentation and applications. Research specialties include gravimetrics, crustal movement, photogrammetrics, earth configuration, polar motion, earth tides, etc.

Duties are generally performed during the regular five-day week. However, there may be some exceptions on field survey parties when work schedules must be altered to take advantage of weather and other conditions that may arise. Only a limited amount of travel is involved (except for those assigned to mobile field parties).

## Location of Work

Most NOAA geodesists are headquartered at Rockville, Maryland in the Office of Charting and Geodetic Services, National Ocean Services.

## Basic Qualifications

GS-5/7: B.S. Degree in geodesy, mathematics, or civil engineering, or other bachelor's degree which has included at least 30 semester hours in any combination of geodesy, mathematics, physics, astronomy, surveying, mathematics through differential and integral calculus. Graduate degrees or additional professional geodetic experience may qualify applicants for higher grade positions.

### Career Development Assignments

A wide range of assignments is considered desirable early in an individual's career. This not only makes possible a better selection of specialization, but also provides a better experience background for ultimate specialization.

## HYDROLOGISTS

### Nature of Work

NOAA hydrologists make river, flood, and water-supply forecasts, and do research needed to improve such forecasts. Forecasts are required for public warnings, operation of resevoirs, availability of water supply, river management for pollution abatement and many other purposes.

Candidates who satisfy the minimum entrance requirements may start in a River Forecast Center or as a Service Hydrologist in a Weather Service Forecast office. Those with advanced degrees may start in a River Forecast Center or in the Hydrologic Research Laboratory.

Hydrologist trainees at River Forecast Centers learn to interpret river and rainfall reports and to issue river and flood forecasts and warnings. With more experience, they devise means of adapting standardized forecast methods to the particular river basins assigned to the Center and engage in liaison activities with the U.S. Army Corps of Engineers and other users of river and flood forecasts.

Research is mostly centered in the National Weather Service Headquarters and is directed chiefly to more accurate evaluation of the various phases of the hydrologic cycle for the purpose of improving river and flood forecasts. It includes work with radar, satellites, computers and other modern devices.

Duties are performed during the regular five-day work week. During flood emergencies, work may be required at any time, including nights, week-ends and holidays.

## Location of Work

NOAA hydrologists are located in the Office of Hydrology, National Weather Service Headquarters at Silver Spring, Maryland: the Regional Headquarters at New York, New York; Fort Worth, Texas; Kansas City, Missouri; Salt Lake City, Utah; Anchorage, Alaska; and at River Forecast Centers in:

| | | | | |
|---|---|---|---|---|
| Cincinnati, OH | Harrisburg, PA | Hartford, CT | Slidell, LA | Tulsa, OK |
| Anchorage, AK | Fort Worth, TX | Salt Lake City, UT | Sacramento, CA | Minneapolis, MN |
| Atlanta, GA | Kansas City, MO | Portland, OR | | |

and at Weather Service Forecast offices in most of the 50 states.

## Basic Qualifications

GS-5/7: B.S. degree with a major study in physical or natural science or engineering which has included physics and mathematics through integral and differential calculus, and any combination of 30 semester hours in any of the following courses:

a. hydrology
b. physical science (including geophysical sciences)
c. engineering science
d. soils
e. mathematics
f. aquatic biology
g. the management or conservation of water resources

An equivalent of 4 years of education and appropriate experience may also qualify applicants.

High class standing, graduate degrees or additional experience may qualify applicants for higher grade positions.

### Career Potential

NOAA's career field in hydrology is expected to continue growing to meet the constantly expanding needs of a water conscious public. Hydrologists at river forecast centers range in grade from GS-5 to GS-14. Most experienced forecasters progress to GS-12 with supervisors at the higher grades.

## MATHEMATICIANS

### Nature of Work

NOAA mathematicians provide mathematical support to a wide variety of research, development and operational environmental science fields. Undergraduate and graduate mathematicians also may enter automatic data processing programs where they engage in various processing and programming work for which a mathematical background is an

important asset. They participate in various programs throughout NOAA relating to their particular area of study and specialization. These include mathematical and statistical analysis, computer programming and problem analysis in the areas of cartography, photogrammetry, geodesy, geophysics, meteorology, oceanography, engineering and administration. They prepare scientific tables, graphs and charts and perform mathematical research. A mathematician may become a member of a team developing atmospheric models based on the equations of motion. This may require extensive formulation and manipulation of differential equations and their ultimate solution by numerical methods. They also may become involved in the real time handling of raw data from multichannel sensor data. In many areas, the mathematician becomes highly knowledgeable in the particular scientific area where mathematical skills are being applied. Experienced mathematicians may continue in the NOAA organization as supervisory or highly specialized mathematicians or they may become supervisory or skilled scientists in other fields.

Duty is usually on the regular five-day work week except when engaged in computer work requiring special schedules for limited periods.

Location of Work

Mathematicians are utilized by all components of NOAA at Rockville, Suitland, Camp Springs, and Silver Spring, Maryland; Washington, D.C.; Boulder, Colorado; and Asheville, North Carolina.

Basic Qualifications

GS-5/7: B.S. degree in mathematics or B.S. degree with 24 semester hours of mathematics courses in five of the following; differential calculus, integral calculus, theory of equations, vector analysis, statistics, higher algebra, differential equations, advanced differential calculus or other advanced mathematics courses for which these are prerequisites. An equivalent of 4 years of appropriate education and experience is also qualifying.

Graduate degrees or additional experiences may qualify applicants for higher grade positions.

Introductory computer oriented courses are highly desirable in many NOAA positions for mathematicians.

Mathematicans who become qualified for other scientific fields in NOAA frequently move into other occupational series.

## METEOROLOGICAL TECHNICIANS

### Nature of Work

Meteorology deals with the atmosphere and its phenomena, and especially with weather and weather forecasting. Meteorological Technicians (weather observers) use technical or practical knowledge of meteorological equipment, methods, and techniques to observe and record weather conditions. They also develop and operate services and systems for data collection, verification, information dissemination, observations and forecasting.

### Specialization

Meteorological Technicians perform specialized technical work primarily concerned with the analysis of weather elements or the prediction of their effects upon the atmosphere, the earth's surface and human activities. Typical duties include the acquisition of meteorological data by direct observation, electronic systems, satellites, balloons, rockets, radar and other sensory and telemetry devices; charting, computing and verifying observed data; establishing, maintaining and improving data acquisition systems, methods and techniques; disseminating regular and

emergency informational reports. Many technicians provide direct services to the public, such as public weather radio broadcasts. Other technicians serve specialized user interests which require knowledge of forecast procedures and weather analysis and may include aviation briefings, severe weather warnings, local weather advisories and forecasts.

## Location of Work

More than 90 percent of Meteorological Technicians in NOAA work for the National Weather Service (NWS). Within NWS, technicians are located in about 300 stations throughout the United States including its territories. Work is usually performed in a shift environment since stations or laboratories operate 24 hours per day, seven days per week.

## Basic Qualifications

### GS-1/3 Meteorological Aids

These positions are essentially trainee positions in which trainees provide assistance to higher graded employees.

### GS-4/13 Meteorological Technicians

Qualifications are based on demonstrated knowledge and skills specific to meteorological methods, techniques and practices. Abilities required may include but are not limited to: use of meteorological equipment; atmospheric observation techniques; use of weather codes; manipulation of meteorological data; establishment of service oriented

work relationships with user groups; effective oral and written communications; and ability to work effectively in stress situations. Since this discipline is utilizing data processing techniques increasingly, programming skills are very helpful.

## METEOROLOGISTS

### Nature of Work

NOAA/National Weather Service employs meteorologists in a variety of specialties within the science. These include synoptic meteorologists, research meteorologists and forecasters. Their duties may be concentrated in any of the following areas of applied meteorology:

| | | |
|---|---|---|
| Agricultural Meteorology | Fire Weather Forecasting | Radar Meteorology |
| Aviation Forecasting | Hurricane Forecasting | Satellite Meteorology |
| Central Analysis & Prediction | Mathematical Analysis & Programming | Spaceflight Meteorology |
| General Meteorology | Marine Forecasting | Severe Local Storm Forecasting |

Although weather observations are usually made by meteorological technicians, a meteorologist may be assigned observational work. Other activities include studies of local forecasting problems and public preparedness and information programs. Most forecast offices operate 24 hours per day on rotating shifts. The standard work week is 40 hours. Additional pay is received for night work between 6 p.m. and 6 a.m.; for work in excess of 40 hours a week; and for work on holidays and Sundays.

Eligibility for a professional Meteorologist position in the National Weather Service requires successfully completing an academic curriculum in an accredited institution which includes a minimum of 20 semester hours of meteorology (including 6 semester hours in dynamic meteorology, and 6 semester hours in weather analysis and forecasting), differential and integral calculus and 6 semester hours in college physics.

The National Weather Service conducts a training program to develop their forecaster work force. This program combines on-the-job training (OJT) and course work to provide basic training in facility operations and forecast techniques for trainee professional meteorologists entering the National Weather Service. The trainee will perform all aspects of the office functions as training and experience proceed. The OJT will be progressive and will advance in an orderly fashion from routine to difficult assignments.

Common trainee assignments include:

1. Taking, evaluating, recording, coding and transmitting various kinds of weather observations.
2. Communicating weather information via keyboard or by operating a continuous VHF radio broadcast.
3. Collecting, assembling and distributing hydrologic data.
4. Preparing weather summaries and special statements.
5. Developing, under supervision, forecasts of all types.
6. Issuing, under supervision, severe local storm and flash flood warnings.

In some regions, trainees are required to sign a mobility agreement which is considered fulfilled when the training assignments are completed and the trainee is placed in a full-performance meteorologist position. Generally, training assignments will be accomplished at one office, but occasionally it may be necessary to move an employee during the formal training period.

Meteorologists work in the National Weather Service offices located in major cities throughout the country. They prepare a variety of forecasts for the general public and for other users such as aviation, marine and agriculture. Their primary responsibility is to issue and distribute alerts and warnings of hazardous weather conditions for the protection of life and property.

## OCEANOGRAPHERS

### Nature of Work

Most NOAA oceanographers are responsible for planning, conducting and participating in programs of research, development and test and evaluation as applicable to the solution of environmental problems in the sphere of oceanic phenomena.

Special attention is focused on tides, water levels, and related studies and research; the dynamics of the oceans; the land-sea and air-sea interface; and studies of the geophysical properties of the ocean floor as well as studies of its biological content.

Duties are generally performed during the regular five-day work week, except when at sea. Travel is usually limited, except in connection with special projects. Special attention is given to the application of automation and computer technology in the oceanographer's work.

Occasionally, an oceanographer may be detailed to a resource biology program for a definite period of time as part of a team. This may occur when a specific oceanographic resource problem must be solved.

## Location of Work

Laboratories and offices are located at Seattle, Washington; Miami, Florida; Juneau, Alaska; Gloucester, Massachusetts; Boulder, Colorado; Silver Spring and Rockville, Maryland; and Honolulu, Hawaii.

## General Qualifications

GS-5: B.S. Degree. Specific study must have included at least 24 semester hours in oceanography, or a related discipline such as physics, meteorology, geophysics, mathematics, chemistry, engineering, geology or biology, plus 20 semester hours in any combination of oceanography, physics, geophysics, chemistry, mathematics, meteorology and engineering sciences. Candidates who qualify on the basis of a major in geology must show at least six semester hours in a pertinent major directly concerned with marine science or oceanography. Candidates who qualify on the basis of other physical sciences, engineering, or mathematics must have completed differential and integral calculus and at least six semester hours in physics.

GS-7 and above: In addition to the above, graduate study or professional work experience in the field of oceanography or a related science which has provided a basic knowledge of oceanography is required.

Graduate degrees or additional experience may qualify applicants for higher grade positions.

## PHYSICISTS

### Nature of Work

NOAA physicists participate in basic and applied research and development activities in the Research Laboratories, the National Environmental Satellite Data and Information Service, the National Meteorological Center and other components of NOAA. Their work may range from highly complex and theoretical studies to more practical activities which relate theory to the practical needs of the agency, industry or other users. For example, NOAA physicists engage in large scale atmospheric circulation studies or in basic research on rock fracture mechanics. They develop new environmental sensors and other instrumentation. They forecast solar phenomena or the state of the upper atmosphere or study the physical characteristics of the earth, the oceans or the ocean floor.

Most of the physicists who are employed with NOAA have completed graduate study in an area related to their future assignments. Generally, they engage in observations, measurements or studies at a particular location. In some instances, however, relocation or temporary assignment to another observational site is required (such as the equator, the polar regions or at high altitudes) in order to obtain certain kinds of data under certain specific conditions. Many of NOAA's physicists use more or less standard laboratory equipment, although some work in offices with extensive facilities, complex instrumentation or with exceptional computer capability in order to study or simulate phenomena in which they are interested. Duties are generally performed during the regular five-day work week.

### Location of Work

Most of these positions are located with the NOAA Research Laboratories at Boulder, Colorado. A few others are located in other major NOAA components in the Washington, D.C. metropolitan area, such as the National Weather

Service, National Ocean Services and National Environmental Satellite Data and Information Service. They may be located also at special project sites.

General Qualifications

GS-5/7: B.S. Degree in physics or 4 years of college study, including 24 semester hours of courses in physics, which must have included a fundamental course in general physics plus any 2 of the following: electricity and magnetism; heat; light; mechanics; modern physics and sound.

Graduate degrees or additional experience may qualify applicants for higher grade positions.

UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Rockville, Md. 20852

AT/PER23

APR 23 1984

TO: Line Offices
Staff Offices

FROM: AT/PER - Robert P. Gajdys

SUBJECT: Career Counseling Program for Supervisors and Employees

Attachment A

For many months, we have been developing a comprehensive program of counseling seminars and training courses for supervisors and employees. The purpose of the program is to ensure that help is available to supervisors, employees, and in-house counselors (such as subject area specialists, EEO counselors and personnelists), to assist with counseling relevant to all aspects of an employee's career, from entrance on duty to retirement or departure from this agency.

Our new Career Counseling Program consists of nine program elements. Four are geared to the different stages in the employee's career; five courses address supervisory needs in the field of employee counseling. Pilot sessions of all courses have been scheduled for the Washington, D.C. area and future sessions, both in Washington and in the field, will be announced for the next fiscal year. For your information, we have attached a schedule of the first group of courses and advance copies of several Training Announcements. Individual Training Announcements for each course will follow shortly.

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You will notice that three of the pilot courses (as well as the Orientation Package) are being considered for central funding. If this funding becomes available, Training Requests will be revised in the Employee Development Section. Future funding decisions also will be made prior to announcing next year's schedule.

We also suggest that you solicit volunteers from among your senior subject area specialists (e.g., biologists, meteorologists, engineers, computer specialists, personnelists, etc.) to serve as in-house counselors. When properly trained, these specialists can be an invaluable aid to employees who are exploring career options. Serving as an in-house counselor also is an excellent experience in counseling for the volunteer.

We hope you will encourage and support attendance at all programs. If you have any questions or if you would like assistance in establishing an in-house counselor program, please call Judy Tenney, Chief, Employee Development Section (FTS 443-8480).

Attachments

**UNITED STATES DEPARTMENT OF COMMERCE**
**National Oceanic and Atmospheric Administration**
Washington, D.C. 20230

THE ADMINISTRATOR

AT/PER1:CA

FEB 4 1983

TO: Line Offices

FROM: Original Signed by
A - John V. Byrne

SUBJECT: Upward Mobility and Equal Opportunity Recruitment

Attachment B

In April 1982 an ad hoc committee was formed, chaired by Bob Gajdys, to review NOAA's Upward Mobility and Equal Opportunity Recruitment Programs and to identify adjustments which might be needed to permit continued fulfillment of these programs' objectives in the context of reduced resources and lower personnel ceilings.

As a result of that committee's deliberations, several recommendations were forwarded to me in July and were, in turn, shared with you for comment. In light of your favorable responses, I have formally endorsed the recommendations, and your views have been considered in formulating a schedule of implementing actions to bring the recommendations to fruition.

The purpose of this memorandum is to establish the policy framework within which we will renew our commitment to these programs.

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The central theme of the committee recommendations was that line management involvment and responsibility could be enhanced through decentralization of the programs' operational aspects while maintaining a central focus for policy development, monitoring and evaluation. It was also concluded that the reality of shrinking resources requires a sharpened focus for these program efforts so that earmarked ceiling and funds would be used primarily to improve representation of minorities and women in our mainstream occupations projected for special attention in our Federal Equal Opportunity Recruitment (FEORP) plans. With these basic principles in mind, actions are underway to effect the following key changes in operating procedures:

- Each year, by February 1, each Line Office and Staff Office will be asked to submit to the NOAA Personnel Division, an estimate of the number and occupational categories of positions to be filled under the Upward Mobility Training Program for which earmarked ceiling and funds are requested. Earmarked ceiling and funds will be available only for scientific/technical programs (i.e., the Graduate Scientist Program and the Scientific Technician Program), with highest priority given to the mainstream occupations projected for special recruitment in our FEORP plans. Based on these estimates, a proposal will be developed by the Personnel Division for my approval which will establish the annual funding and ceiling allocation for these programs under the Common Services Fund.

- All other categories of Upward Mobility activity are strongly encouraged, but will be funded within the Line Offices' operating budgets, with trainees carried on Line Office rolls during the training period as well as upon entry into target positions. In this manner, program participation is to be fully integrated into your regular staffing and training programs, and you will have increased flexibility to time program participation to the occurrence of recruiting and training needs.

- The former Scientific 20/20 and Administrative 20/20 Programs will be brought under the aegis of regular long-term university training opportunities which are announced annually; these activities will, likewise, be funded within participating Line Offices' operating budgets.

- Recruitment and selection processes, trainee follow-up, counseling and assessment processes and other administrative support activities will be decentralized, with your servicing personnel offices to serve as focal point for these support services. The focal point for policy, monitoring and evaluation will be the newly-established Human Resources Branch, Employment Programs Section, in the NOAA Personnel Division.

Inherent in adoption of these recommendations is the expectation that Line Offices will assume greater control over the management of their Upward Mobility Program activities, as well as greater financial and administrative accountability for their support. I envision that Upward Mobility Program efforts will not be diluted, but that these changes will in fact create an opportunity for broader participation. The mechanism is in place to permit the use of Upward Mobility Program provisions as a normal staffing option in filling a wide variety of positions in your organizations.



It is important that you begin immediately to discuss with your servicing personnel offices the manner in which you intend to tailor your future participation in these programs and to devise appropriate mechanisms for managing the activities within your Line Office. Of course, you should be mindful of applicable labor management responsibilities in this process. By February 1, 1983, you are to submit to the Chief, Personnel Division an estimate of your participation in the Graduate Scientist and Scientific Technician Programs for the coming year (i.e., number and occupational categories of positions for which earmarked ceiling and funds are desired). Once the proposed budget is formulated and approved, you will be notified of your authorized resources for these programs.

A good number of other changes and new initiatives will be implemented over the next several months in response to the recommendations of the committee. Some will have no direct impact on your ongoing operations; others that do will be the subject of later correspondence. A complete description of the committee's analysis and recommendations was provided to you in July. However, if you wish to obtain another copy or would like to see the internal implementation plan developed by the Personnel Division, contact Connie Zarbo, the Upward Mobility Training Program Manager in the Personnel Division, 443-8092.

GENERAL SCHEDULE OCCUPATIONAL SERIES IN NOAA

| SERIES | TITLE |
|---|---|
| 018 | SAFETY MANAGEMENT |
| 019 | SAFETY TECHNICIAN |
| 028 | ENVIRONMENTAL PROTECTION SPECIALIST |
| 080 | SECURITY ADMINISTRATION |
| 099 | GENERAL STUDENT TRAINEE |
| 110 | ECONOMIST |
| 130 | FOREIGN AFFAIRS |
| 131 | INTERNATIONAL RELATIONS |
| 150 | GEOGRAPHY |
| 160 | CIVIL RIGHTS ANALYSIS |
| 201 | *+PERSONNEL MANAGEMENT SPECIALIST |
| 203 | *+PERSONNEL CLERICAL AND ASSISTANCE |
| 204 | MILITARY PERSONNEL CLERICAL AND TECHNICIAN |
| 205 | MILITARY PERSONNEL MANAGEMENT |
| 212 | * PERSONNEL STAFFING SPECIALIST |
| 221 | * POSITION CLASSIFICATION SPECIALIST |
| 230 | * EMPLOYEE RELATIONS SPECIALIST |
| 233 | * LABOR RELATIONS SPECIALIST |
| 235 | * EMPLOYEE DEVELOPMENT SPECIALIST |
| 260 | * EQUAL EMPLOYMENT OPPORTUNITY |
| 301 | +MISCELLANEOUS ADMINISTRATION AND PROGRAM |
| 303 | +MISCELLANEOUS CLERK AND ASSISTANT |
| 305 | * MAIL AND FILE CLERK |
| 312 | * CLERK-STENOGRAPHER AND REPORTER |
| 313 | WORK UNIT SUPERVISING |
| 318 | *+SECRETARY |
| 322 | *+CLERK-TYPIST |
| 330 | * DIGITAL COMPUTER SYSTEMS ADMINISTRATION |
| 332 | *+COMPUTER OPERATION |
| 334 | *+COMPUTER SPECIALIST |
| 335 | *+COMPUTER CLERK AND ASSISTANT |
| 340 | PROGRAM MANAGEMENT |
| 341 | *+ADMINISTRATIVE OFFICER |
| 342 | * SUPPORT SERVICES ADMINISTRATION |
| 343 | * MANAGEMENT ANALYSIS |
| 344 | * MANAGEMENT CLERICAL AND ASSISTANCE |
| 345 | *+PROGRAM ANALYSIS |
| 346 | LOGISTICS MANAGEMENT |
| 350 | * EQUIPMENT OPERATION |
| 355 | CALCULATING MACHINE OPERATING |
| 356 | * DATA TRANSCRIBER |
| 357 | * CODING |
| 361 | * EQUAL OPPORTUNITY ASSISTANCE |
| 385 | TELETYPIST |
| 389 | RADIO OPERATING |
| 390 | COMMUNICATIONS RELAY OPERATIONS |
| 391 | * COMMUNICATIONS MANAGEMENT |
| 392 | * GENERAL COMMUNICATIONS |
| 393 | * COMMUNICATIONS SPECIALIST |
| 394 | COMMUNICATIONS CLERICAL |
| 401 | * GENERAL BIOLOGICAL SCIENCE |
| 403 | MICROBIOLOGY |
| 404 | * BIOLOGICAL TECHNICIAN |
| 408 | * ECOLOGY |
| 410 | * ZOOLOGY |
| 413 | * PHYSIOLOGY |
| 440 | * GENETICS |
| 480 | * FISHERY ADMINISTATION |
| 482 | *+FISHERY BIOLOGY |
| 486 | * WILDLIFE BIOLOGY |
| 487 | HUSBANDRY |
| 493 | HOME ECONOMICS |
| 501 | * FINANCIAL ADMINISTRATION AND PROGRAM |
| 503 | * FINANCIAL CLERICAL AND ASSISTANCE |
| 505 | * FINANCIAL MANAGEMENT |
| 510 | * ACCOUNTING |
| 525 | *+ACCOUNTING TECHNICIAN |
| 530 | * CASH PROCESSING |
| 560 | *+BUDGET ADMINISTATION |
| 561 | * BUDGET CLERICAL AND ASSISTANCE |
| 610 | NURSE |
| 701 | VETERINARY MEDICAL SCIENCE |
| 801 | *+GENERAL ENGINEERING |
| 802 | *+ENGINEERING TECHNICIAN |
| 808 | * ARCHITECTURE |

GENERAL SCHEDULE OCCUPATIONAL SERIES IN NOAA

| SERIES | | TITLE |
|---|---|---|
| 809 | * | CONSTRUCTION CONTROL |
| 810 | * | CIVIL ENGINEERING |
| 817 | * | +SURVEYING TECHNICIAN |
| 818 | | ENGINEERING DRAFTING |
| 819 | | ENVIRONMENTAL ENGINEERING |
| 830 | * | MECHANICIAL ENGINEERING |
| 850 | * | ELECTRICAL ENGINEERING |
| 855 | * | +ELECTRONICS ENGINEERING |
| 856 | * | +ELECTRONICS TECHNICIAN |
| 861 | * | AEROSPACE ENGINEERING |
| 871 | | NAVAL ARCHITECTURE |
| 880 | | MINING ENGINEERING |
| 893 | | CHEMICAL ENGINEERING |
| 896 | | INDUSTRIAL ENGINEERING |
| 905 | | GENERAL ATTORNEY |
| 963 | | LEGAL INSTRUMENT EXAMINING |
| 986 | | LEGAL CLERK AND TECHNICIAN |
| 1001 | | FINE AND APPLIED ARTS |
| 1010 | | EXHIBITS SPECIALIST |
| 1020 | | ILLUSTRATING |
| 1021 | | OFFICE DRAFTING |
| 1035 | | PUBLIC AFFAIRS |
| 1046 | | LANGUAGE CLERICAL |
| 1060 | | PHOTOGRAPHY |
| 1071 | | AUDIO VISUAL PRODUCTION |
| 1081 | | PUBLIC INFORMATION |
| 1082 | | WRITING AND EDITING |
| 1083 | | TECHNICAL WRITING AND EDITING |
| 1084 | | VISUAL INFORMATION |
| 1087 | | EDITORIAL ASSISTANCE |
| 1101 | | +GENERAL BUSINESS AND INDUSTRY |
| 1102 | * | +CONTRACT AND PROCUREMENT |
| 1103 | | INDUSTRIAL PROPERTY MANAGEMENT |
| 1104 | | PROPERTY DISPOSAL |
| 1105 | * | PURCHASING |
| 1106 | * | PROCUREMENT CLERICAL AND ASSISTANCE |
| 1140 | * | TRADE SPECIALIST |
| 1150 | | INDUSTRIAL SPECIALIST |
| 1152 | * | PRODUCTION CONTROL |
| 1160 | | FINANCIAL ANALYSIS |
| 1165 | * | LOAN SPECIALIST |
| 1170 | | REALTY |
| 1301 | * | +GENERAL PHYSICAL SCIENCE |
| 1310 | * | +PHYSICS |
| 1311 | * | +PHYSICAL SCIENCE TECHNICIAN |
| 1313 | | GEOPHYSICS |
| 1315 | * | +HYDROLOGY |
| 1316 | * | HYDROLOGIC TECHNICIAN |
| 1320 | * | +CHEMISTRY |
| 1330 | | ASTRONOMY AND SPACE |
| 1340 | * | +METEOROLOGY |
| 1341 | * | +METEOROLOGICAL TECHNICIAN |
| 1350 | * | GEOLOGY |
| 1360 | * | +OCEANOGRAPHY |
| 1361 | | NAVIGATIONAL INFORMATION |
| 1370 | * | +CARTOGRAPHY |
| 1371 | * | +CARTOGRAPHIC TECHNICIAN |
| 1372 | * | +GEODESY |
| 1374 | * | +GEODETIC TECHNICIAN |
| 1382 | | FOOD TECHNOLOGY |
| 1410 | | LIBRARIAN |
| 1411 | | LIBRARY TECHNICIAN |
| 1412 | | TECHNICAL INFORMATION SERVICE |
| 1421 | | ARCHIVES TECHNICIAN |
| 1515 | * | OPERATIONS RESEARCH |
| 1520 | * | +MATHEMATICS |
| 1529 | * | MATHEMATICAL STATISTICIAN |
| 1530 | * | STATISTICIAN |
| 1531 | * | STATISTICAL ASSISTANT |
| 1550 | * | COMPUTER SCIENCE |
| 1601 | | GENERAL FACILITIES AND EQUIPMENT |
| 1640 | | FACILITY MANAGEMENT |
| 1654 | | PRINTING MANAGEMENT |
| 1659 | | FISHERY METHODS & EQUIPMENT |

GENERAL SCHEDULE OCCUPATIONAL SERIES IN NOAA

| SERIES | | TITLE |
|---|---|---|
| 1670 | | EQUIPMENT SPECIALIST |
| 1710 | | EDUCATION AND VOCATIONAL TRAINING |
| 1712 | | TRAINING INSTRUCTION |
| 1801 | * | GENERAL INSPECTION, INVESTIGATION & COMPLIANCE |
| 1812 | * | +SPECIAL AGENT (FISH & WILDLIFE) |
| 1863 | * | +FOOD INSPECTION |
| 1960 | | QUALITY INSPECTION |
| 2001 | * | GENERAL SUPPLY SPECIALIST |
| 2003 | * | SUPPLY PROGRAM MANAGEMENT |
| 2005 | * | +SUPPLY CLERICAL AND TECHNICIAN |
| 2010 | * | INVENTORY MANAGEMENT |
| 2030 | | DISTRIBUTION FACILITIES & STORAGE MANAGEMENT |
| 2050 | * | SUPPLY CATALOGING |
| 2101 | | TRANSPORTATION SPECIALIST |
| 2130 | | TRAFFIC MANAGEMENT |
| 2131 | | FREIGHT RATE |
| 2132 | | TRAVEL |
| 2150 | | TRANSPORTATION OPERATIONS |
| 2181 | | AIRCRAFT OPERATION |

\+ Over 50 positions
* Described in Handbook

The above list shows the series number and title of all General Schedule Series within NOAA as of March 1, 1984. Consistent with other entries in this Handbook, the plus sign (+) precedes those that have over 50 employees with permanent types of appointments. An asterisk (*) preceding the title indicates that the series is described in the body of the Handbook.

## TRADES AND LABOR (BLUE-COLLAR) FAMILIES AND OCCUPATIONS IN NOAA

The work performed by blue-collar employees has been defined according to the nature of the work and organized into job families and occupations. A job family is a broad grouping of occupations which are related in one or more ways such as similarity of functions performed, transferability of knowledge and skills from one occupation to another, or similarity of materials or equipment worked on. An occupations series is a unit of a family and includes all jobs at the various skill levels in a particular kind of work. Jobs within a family are therefore similar to each other with regard to subject matter, basic knowledge, and skill requirements. Each occupation is assigned a four digit identification code; the first two digits identify the job family and the last two digits identify the specific occupation within the job family. For example, 5704 identifies the occupation Fork Lift Operating within the 5700 job family Transportation/Mobile Equipment Operation.

For information about any of the occupations listed below, please consult the Job Qualifications Systems for Trades and Labor Occupations (Handbook X-118C) located in your servicing personnel office. This publication tells how to identify the basic skills, knowledges and abilities needed to be able to do the work in Federal trades and labor jobs and how to determine the extent to which applicants' qualifications match the job requirements. Under this system, emphasis is placed on how much ability or potential applicants have for the job to be filled rather than how long the applicants have performed in a line of work.

2800 ELECTRICAL INSTALLATION AND MAINTENANCE FAMILY
2805 Electrical Installing and Repairing
2854 Electrical Equipment Repairing

3100 FABRIC AND LEATHER WORK FAMILY
3101 Miscellaneous Fabric and Leather Work

3300 INSTRUMENT WORK FAMILY
3314 Instrument Making
3359 Instrument Mechanic

3400 MACHINE TOOL WORK FAMILY
3414 Machining
3422 Power Saw Operating

3500 GENERAL SERVICES AND SUPPORT WORK FAMILY
3502 Laboring
3566 Custodial Working

4100 MISCELLANEOUS PAINTING AND PAPERHANGING
4102 Painting

4400 PRINTING FAMILY
4401 Miscellaneous Printing
4402 Bindery Working
4405 Film Assembly-Stripping
4413 Negative Engraving
4414 Offset Photography
4416 Platemaking
4417 Offset Press Operating

4600 WOOD WORK FAMILY
4604 Wood Working
4605 Wood Crafting
4607 Carpentry

4700 GENERAL MAINTENANCE AND OPERATIONS WORK FAMILY
4701 Miscellaneous General Maintenance and Operations Work
4740 General Facilities and Equipment Repairing
4742 Utility Systems Repairing-Operating
4745 Research Laboratory Mechanic
4749 Maintenance Mechanic

5300 INDUSTRIAL EQUIPMENT MAINTENANCE FAMILY
5301 Miscellaneous Industrial Equipment Maintenance
5306 Air Conditioning Equipment Mechanic
5330 Printing Equipment Repairing

5700 TRANSPORTATION/MOBIL EQUIPMENT OPERATION FAMILY
5703 Motor Vehicle Operating
5704 Fork Lift Operating
5716 Engineering Equipment Operating
5723 Boat Operating
5724 Ship Operating
5734 Quartermaster

5800 TRANSPORTATION/MOBILE EQUIPMENT MAINTENANCE FAMILY
5801 Miscellaneous Trans/Mobil Equipment Maintenance
5823 Automotive Mechanic

6900 WAREHOUSING AND STOCK HANDLING FAMILY
6901 Miscellaneous Warehousing and Stock Handling
6907 Warehouse Working
6914 Store Working

7000 PACKING AND PROCESSING FAMILY
7002 Packing

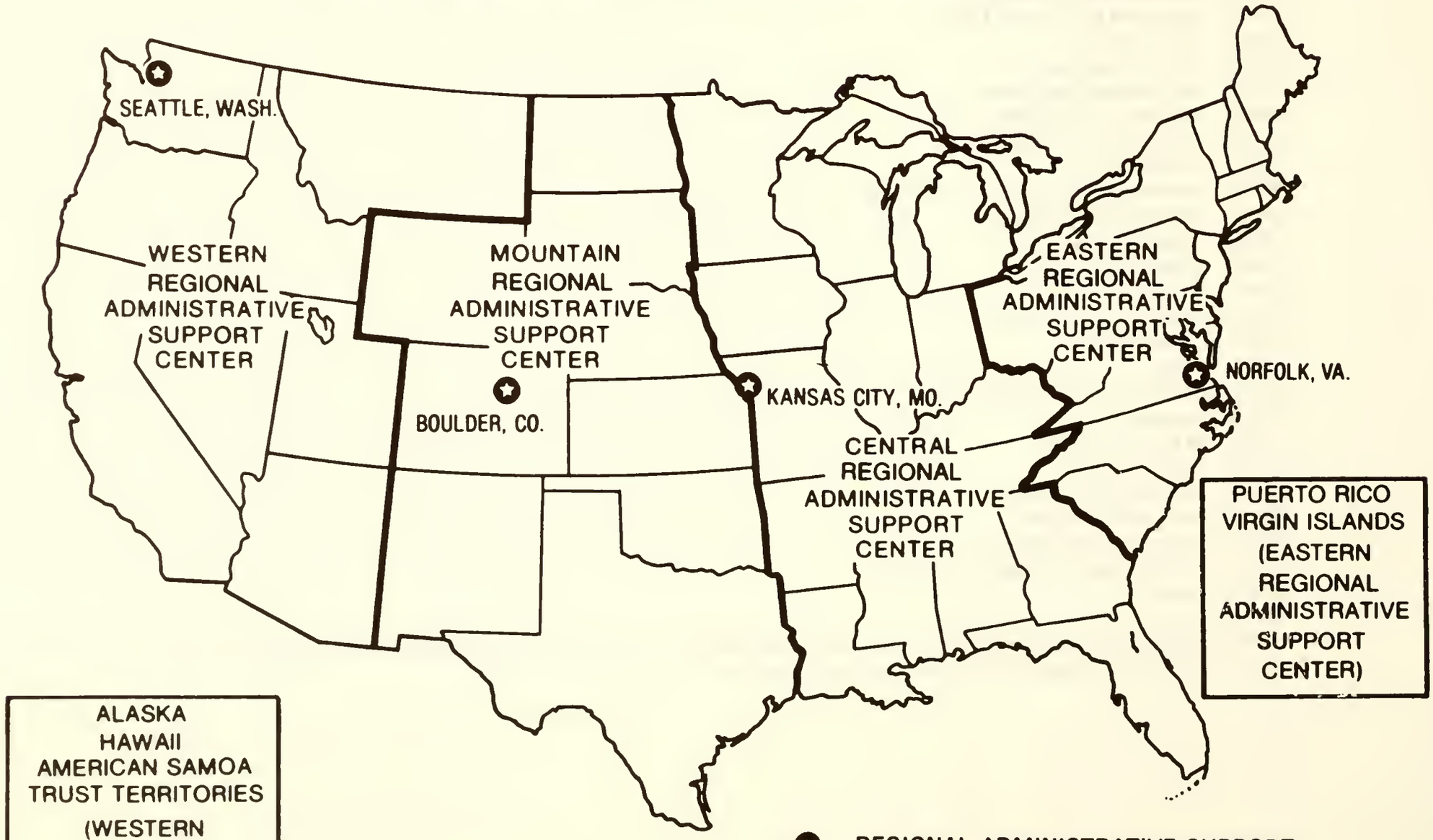
7400 FOOD PREPARATION AND SERVING FAMILY
7404 Cooking
7408 Food Service Working

8800 AIRCRAFT OVERHAUL FAMILY
8852 Aircraft Mechanic

*9801 MISCELLANEOUS VESSEL JOBS EXCLUDED FROM THE FEDERAL WAGE SYSTEM BY U.S.C. 5342
9805 Radio Officer
9806 Radio Officer (Freighter)
9812 Boatswain (Freighter)
9817 Yeoman (Deck)
9819 Storekeeper (Deck)
9822 Boatswain's Mate (Day)
9825 Able Seaman
9827 Chief Engineer
9828 Assistant Engineer
9829 Assistant Engineer (Day)
9834 Chief Electrician
9838 Machinist
9842 Student Observer (Unlicensed Junior Engineer)
9853 Engine Utilityman
9856 Oiler (Diesel)
9858 Fireman (Oil)
9859 Wiper
9861 Steward (Freighter)
9866 Chief Cook
9873 Cook
9874 Cook-Baker (Freighter)
9879 Messman
9880 Utilityman
9888 Laundryman
9889 Purser (Freighter)
9894 Deckhand-Seaman
9897 Seaman-Fisherman
9898 Master-Mate (Fishing Vessel)
9899 Purser

*Although series in the 9800 Family are included on the list, they come under the Wage Marine System which uses a separate qualifications and pay system.

# REGIONAL ADMINISTRATIVE SUPPORT CENTERS


SEATTLE, WASH.
WESTERN REGIONAL ADMINISTRATIVE SUPPORT CENTER
MOUNTAIN REGIONAL ADMINISTRATIVE SUPPORT CENTER
BOULDER, CO.
KANSAS CITY, MO.
CENTRAL REGIONAL ADMINISTRATIVE SUPPORT CENTER
EASTERN REGIONAL ADMINISTRATIVE SUPPORT CENTER
NORFOLK, VA.
PUERTO RICO VIRGIN ISLANDS (EASTERN REGIONAL ADMINISTRATIVE SUPPORT CENTER)
ALASKA HAWAII AMERICAN SAMOA TRUST TERRITORIES (WESTERN REGIONAL ADMINISTRATIVE SUPPORT CENTER)
REGIONAL ADMINISTRATIVE SUPPORT CENTERS
SERVICING AREA BOUNDARIES

ADMINISTRATIVE SUPPORT CENTERS
PERSONNEL DIVISIONS
(Mailing Address, Telephone Number)

Western Administrative Support Center (WASC)
Chief, Personnel Division, RAS/WC2
7600 Sand Point Way, NE
BIN C16700
Seattle, WA 98115
FTS: 446-6054

Eastern Administrative Support Center (EASC)
Chief, Personnel Division, RAS/EC2
U. S. Court House
600 Granby Street
Room 210
Norfolk, VA 23510
FTS: 827-6451

Mountain Administrative Support Center (MASC)
Chief, Personnel Division, RAS/MC2
325 Broadway Street
Boulder, CO 80303
FTS: 320-6305

Central Administrative Support Center (CASC)
Chief, Personnel Division, RAS/CC2
Federal Building, Room 1758
601 E. 12th Street
Kansas City, MO 64106
FTS: 758-7129

METROPOLITAN AREA PERSONNEL OPERATIONS SECTIONS
(Building Name and Location, Inter-Office Mail Code and Telephone Number)

Headquarters Personnel Operations Section
Washington Science Center, Bldg. 5
6010 Executive Boulevard
Rockville, MD
(AT/PER11 Room 516 WSC5)
FTS: 443-8373

Page Complex Personnel Operations Section
Page Building 2
2001 Wisconsin Avenue, N.W.
Washington, DC
(AT/PER12 Room 299 Pg2)
FTS: 634-7357

NWS Personnel Operations Section
Gramax Building
8060 13th Street
Silver Spring, MD
(AT/PER13 Room 1225 Gramax)
FTS: 427-7871

NESDIS Personnel Operations Section
Federal Building 4
Suitland Road & Silver Hill Road
Suitland, MD
(AT/PER14 Room 2051 FB4)
FTS: 763-1986

NOS Personnel Operations Section
Washington Science Center, Bldg. 1
6001 Executive Boulevard
Rockville, MD
(AT/PER15 Room 710 WSC1)
FTS: 443-8186

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